

MUJTABA GHAFARI

mujtabaghafari1234@gmail.com | +93-0-74-53-00194 | Kabul, Afghanistan

SUMMARY

Experienced receptionist with a proven track record in delivering exceptional customer service, managing front desk operations, and maintaining a professional and welcoming atmosphere. Strong communicator with excellent multitasking abilities and a keen eye for detail.

PROFESSIONAL EXPERIENCE

Kainat Hotel2022 – 2023

Islamabad, Pakistan

- Skillfully handled front desk operations
- Delivered friendly and professional guest service
- Facilitated smooth communication to elevate the overall hospitality experience

Afghan Sadaqat Juice Center2023

Peshawar, Pakistan

- Skillfully handled front desk duties and
- Financial transactions as a receptionist and cashier
- Ensuring a smooth customer experience in a bustling and dynamic setting

TECHNICAL SKILLS

HTML	MS Word	Video & Audio Editing
CSS	Excell	Gmail
Bootstrap	Google Drive	Typing
Website Maintenance	META for Business	Social Media Management

EDUCATION

2023 Certificate of completion, HTML Course Codecdemy.com, currently studying Java
2023 TOEFL iBT, Score: 100
2020 High School Graduate, Hazrat Ibrahim Khalilullah High School, Kabul, Afghanistan
2019 DEL (Diploma in English Language), International English Language Institute, Kabul, AFG

LANGUAGES

Languages	Speaking	Reading	Writing
Pashto	Native	Excellent	Excellent
Persian	Fluent	Excellent	Very good
English	Fluent	Excellent	Excellent
Urdu	Good	Good	Good