**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 Hotel 2022 – 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 Center**  **2023**

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