

# ALIYA KHAN

## RECEPTIONIST

### CONTACT

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- 📍 123 Main Street, Islamabad, Pakistan

### EDUCATION

2020 - 2022  
INTERMEDIATE IN  
COMMERCE, ISLAMABAD  
COLLEGE FOR WOMEN, 2021

### SKILLS

- Customer Service
- Organization
- Multitasking
- Problem Solving
- Communication

### LANGUAGES

- Urdu (Fluent)
- English (Basic)

### OBJECTIVE

Dedicated and organized Receptionist with 2 years of experience managing front desks in busy office environments. Skilled in customer service, communication, and administrative tasks. Seeking to leverage my expertise to provide excellent service at your company

### WORK EXPERIENCE

#### City Corporation, Islamabad Receptionist

- Duration: January 2022 - Present
- Managed the front desk, greeted visitors, and directed them to the appropriate personnel.
- Answered and routed calls efficiently, handled inquiries, and provided information to clients.
- Assisted with scheduling meetings, managing calendars, and other administrative tasks.

#### ABC Corporation, Islamabad Receptionist

- Duration: January 2022 - Present
- Managed the front desk, greeted visitors, and directed them to the appropriate personnel. Answered and routed calls efficiently, handled inquiries, and provided information to clients.
- Assisted with scheduling meetings, managing calendars, and other administrative tasks.