



MUHAMMED SAJAD

Receptionist

☎ 0589250328

✉ Sajadpmn@gmail.com

📍 Dubai, UAE

DATE OF BIRTH

16/06/1995

EDUCATION

Bachelor of commerce

Calicut University

2012 - 2015

Tally Erp9

SS NET

2016 - 2016

SKILLS

Office management

Communication

Time management

Computer proficiency

LANGUAGE

English

Hindi

Arabic

ABOUT ME

Highly organized and detail-oriented receptionist with 1 year of experience in providing exceptional customer service. Proven ability to handle multiple tasks efficiently and prioritize responsibilities. Seeking a challenging position where I can utilize my strong communication skills and contribute to creating a positive and welcoming environment for clients and employees.

WORK EXPERIENCE

○ Jan2022- 2022 Dec

Magenta medical investment. Ajman UAE

RECEPTIONIST

- Greeted and assisted guests in a professional and friendly manner, ensuring a positive first impression of the company.
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- Organized and maintained the reception area, including managing appointment scheduling, coordinating deliveries, and ensuring the availability of necessary office supplies.
- Provided administrative support to the office staff, including filing documents, preparing correspondence, and assisting with data entry, resulting in improved efficiency and organization

● 2017- 2021

OAK Interiors&Arhitects

Accounts assistant

- Processed and reconciled financial transactions, ensuring accuracy and compliance with company policies and procedures.
- Assisted in preparing financial statements, including balance sheets and income statements, to provide accurate and timely financial information to management.
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STRENGTH

- Multitasking
- Friendly
- Professional
- Detail-oriented
- Customer service