



A M E E N A SHIJAS

FRONT OFFICE COORDINATOR

Bsc. Clinical Nutrition and Dietetics

CONTACT

- +971 545 200 181
- ameenashijas@gmail.com
- 2660, Muweilah School zone
Sharjah,UAE

EDUCATION

Bsc. Clinical Nutrition and Dietetics

MG University
Kottayam,Kerala,India
2013-2016

HSE

KERALA HSE BOARD -2012

SSLC

CBSE-2012

SKILLS

- Customer care
- Creativity
- Communication
- Teamwork
- Critical thinking
- Resilience
- Planning and coordination

DoB- 06-09-1994

Resident Visa Expiry -06-07-2024

Nationality - Indian

SUMMARY

Dedicated front office coordinator with over 2 years of experience in administrative support and facility coordination.Exhibits robust organizational ability, adept at managing multiple tasks and projects simultaneously.

EXPERIENCE

Front office coordinator

Scantech Engineering Services
(Industrial training Institute)
Kollam,Kerala,IND.

28-03-2016 to 04-06-2018

- Effectively managed all front desk tasks and procedures to ensure proper office workflow.
- Provided professional and friendly service for customers.
- Answer students, parents and visitors inquiries.
- Recorded and maintained accurate visitors logs.

INTERNSHIP EXPERIENCE

05-2015

Lakeshore Hospital, Cochin,IND

- Done internship at Department of Dietetics, Lakeshore Hospital.

LANGUAGES

English ██████████
Hindi ████████
Malayalam ██████████
Arabic ██████

REFERENCE

Mr.Shameer Haneefa
Director
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