



# TAHIRA MUKHTIAR

FRONT DESK RECEPTIONIST

## CONTACT

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## EDUCATION

### Post Graduate

Islamia University  
Bahawalpur, Pakistan  
2017

## COMPUTER SKILLS

### MS- Office

Excel & Word

### Internet and Email

## SKILLS

- Creativity
- Communication
- Teamwork
- Meeting deadlines
- Friendly
- Critical thinking
- Resilience

## ABOUT ME

Energetic and friendly receptionist with experience providing administrative support and customer service to clients and internal staff. Provides excellent customer service and builds relationships. Assists walk-in clients, schedules client appointments, answers phone lines, and helps clients with questions and issues.

## EXPERIENCE

### Customer Service Assistant Cum Receptionist

Kedar Dental Center, Sharjah, UAE

2017 - 2022 (5 Years)

- Attend Business Calls and Reply Professionally
- Customer Correspondence.
- Reporting to Customer Service Officer

### Receptionist

My Baby Nursery School, Sharjah, UAE

2015 - 2017 (2 Year)

- Management call transfer and conference call handling
- Conference / Management Meeting arrangements.
- Daily Job Schedule distribution to Drivers

### Receptionist

Buhaira Medical Center, Sharjah, UAE

Currently Working Here From March, 2023

- Welcoming patients and visitors, answering the telephone and answering any inquiries
- Scheduling appointments and keep those appointments on time
- Assisting patients with completing necessary forms and documentations.

Currently working in Nemko international transport as a office management.

## ■ LANGUAGE

Arabic  
English  
Urdu  
Panjabi  
Sindhi

## ■ PERSONAL DETAILS

Date of Birth : 15, April 1988  
Gender : Female  
Marital Status : Married  
Nationality : Pakistan  
Visa : Own Visa

## ■ DRIVING LICENSE

### Have Valid UAE Driving License

License No  
Place of Issue  
Date of Issue  
Date of Expiry

**959435**  
**Sharjah**  
**20/07/2024**  
**19/07/2026**

## ■ DECLARATION

I certify that above are true and correct to the best of my knowledge and ability a chance to serve you. I assure that i will execute my duties for the total satisfaction of my superior.

***Tahira Mukhtiar***