Zarqis Fatima

Sharjah | 0553920893 | zarkish977@gmail.com

Profile Summary

A motivated and detail-oriented professional with strong interpersonal and organizational skills. Proficient in managing front desk operations, handling administrative tasks, and delivering exceptional customer service. Adept at creating a welcoming environment while efficiently addressing client and visitor needs.

Skills

- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong organizational and multitasking abilities
- Exceptional customer service and problem-solving skills
- Time management and attention to detail
- Ability to handle a busy work environment with professionalism
- Fluent in English and Urdu

Work Experience

Front Desk Assistant

Suave Solutions | Lahore, Pakistan

Jan 2023 - Dec 2024

- Greeted visitors and directed them to the appropriate departments.
- Answered and managed a high volume of phone calls and emails daily.
- Maintained appointment schedules and coordinated meetings.
- Handled administrative tasks, including data entry and file management.

- Assisted in resolving client inquiries with a customer-first approach.

Education

Bachelor of Science in Microbiology and Biotechnology

The University of Lahore, Pakistan

2020 - 2024

Languages

- English

- Urdu