



# Atif Hameed

FRONT DESK RECEPTIONIST



+971589309587



atifhameed885@gmail.com



Dubai, UAE, Dubai,  
500388, United Arab  
Emirates

## ABOUT ME

As a devoted Front Desk Receptionist, I bring over a year of experience honed at Ejadah Asset Management, where my diverse skill set has flourished. I am eager to leverage my expertise in customer service, data entry, and office management to contribute to your team's success. My commitment to excellence and ability to thrive in a dynamic environment make me an ideal candidate to support your company's objectives.

## WORK EXPERIENCE

### Front Desk Receptionist

Ejadah asset management solutions / Dubai / Feb 2024 - Present

- Ensured the reception area was consistently clean and organized
- Proficient in Microsoft Office and Customer Relationship Management (CRM) software, enhancing office productivity
- Maintained a 99% accuracy rate in data entry tasks, ensuring reliable record-keeping
- Upheld a spotless reception environment, contributing to a welcoming and professional atmosphere
- Recognized as an expert in using MS Office and CRM tools, optimizing workflow and customer interaction processes

### Administration assistant

Harobanx / Taxila , Pakistan / Dec 2020 - Feb 2024

- Coordinated daily operations of the cleaning staff to ensure optimal cleanliness and organization
- Managed transportation logistics, including scheduling and route planning for company vehicles.
- Maintained official correspondence (Dak) and ensured proper filing and organization
- Handled incoming and outgoing emails, providing timely and accurate responses
- Administered medical bill processing and clearance for employee healthcare claims
- Ensured maintenance and service schedules for transportation vehicles were up to date
- Coordinated accommodation arrangements for employees, including housing and utilities
- Supervised camp maintenance to provide a safe and comfortable living environment
- Managed the flow of internal and external documents, ensuring compliance and confidentiality
- Executed document control procedures to maintain accurate records and ease of access

## EDUCATION

## PERSONAL DETAILS

### Date of birth

01 Apr 1998

### Nationality

Pakistan

### Visa status

Approved

### Marital status

Single

## DRIVING LICENSE

### Driving license category

UAE Driving license (03)

## SKILLS

MS office

Driving

Shipping and Receiving

Document control

Telephone manner

Time management

Data entry proficiency

## COURSES

### CIT

Virtual institute of Wah cantt, Pakistan / Nov 2018 - May 2019

### Solar Technician

Punjab vocational training Council / Jul 2017 - Mar 2018

### Remote chat operator

Vocational training / Jul 2024

## LANGUAGES

English



Urdu



Hindi



Pashto



### Associate of Arts (English)

University of Haripur, Pakistan / Haripur, Pakistan / 2022

- Document certified by UAE Embassy

### Humanities

Board of intermediate & secondary Education Mardan / Mardan / 2019

### Computer Science

Federal board of intermediate & secondary Education Islamabad / Taxila / 2017

## LINKS

### LinkedIn :

[www.linkedin.com/in/atifhameedkhan](https://www.linkedin.com/in/atifhameedkhan)

### What's up :

+971 589309587

## HOBBIES

Football, Reading history, Long driving, Listening Music