

# CURRICULUM VITAE



**NAME** : ANEELA ABBASI  
**Email** : [aneelaabbasi@icloud.com](mailto:aneelaabbasi@icloud.com)  
**Contact** : +971545931734  
**Location** : Dubai  
**Visa Status** : Own Visa

## OBJECTIVE SUMMARY

To obtain a challenging position in reputable organization. I want to work with a team of professional and well organized environment to enhance my abilities and skill to achieve the organizational goal.

## EDUCATIONAL PREVIEW

---

**Board of Intermediate & secondary Education Rawalpindi Pakistan.**

**Intermediate with Arts 2008**

Modules included: English, Health & physical Edu, Sociology and Islamic Education.

**Secondary school Certificate with Arts 2006**

Modules included: English 'Education, Islamic history & Islamic Education.

## Technical Skills

---

Diploma in Technical English, Air University Islamabad, Pakistan in **May 2009**

Good Communication skill (Fluent in speaking English)

## WORK EXPERIENCE (UAE)

---

**Working as Admin cum Receptionist at AD Digital Marketing Company DMCC Jumeirah Lake Towers' Dubai from June 2023 to Jan 2025**

**Job Responsibilities:**

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately and serve drinks
- Answering and forwarding incoming phone calls
- Update calendars and schedule meetings, and prepare meeting rooms
- Manage ordering and keeping track of all office/boutiques and general supplies (stationery, bottled water, operational items, etc.)
- Ensuring invoices are correct, preparing reports and send to accounts for payment
- Posting and collection of daily mails, courier service, and distribution
- Monitor and update office staff and janitor attendance report
- Monitor of maintenance contract and coordination of any office or related equipment or fixtures repairs
- Managing petty cash and store supplies

**Worked as a Receptionist cum Customer Service Representative at Al Hezam Vehicle Maintenance LLC at Ras Al Khor Dubai from October 2020 to Dec 2022**

**Job Responsibilities:**

- Communicates with customers to determine their vehicular problems and the repair timeline and provides the technicians with accurate repair descriptions about the customers' concerns.
- Answering questions about service outcomes and scheduling and booking appointments, vehicle drop-off, and vehicle pick-up.
- Answering the phone, respond to Emails
- Greet Potential Customers, Address Complaints and handling other front desk duties.
- Assists with clerical duties as requested.
- Maintains a professional appearance.

**Worked as a Concierge at Marina Residence Palm Jumeirah under the supervision of Al Fajer Facilities Management from Sep 2019 to feb 2020.**

**Job Responsibilities:**

- Greeting visitors upon their arrival
- Provided professional and consistent Concierge service to Residents, visitors and contractors
- Maintains security by following procedures; monitoring logbook, issuing visitor badges and monitoring CCTV.
- Identified resident's needs and assisted in the development of services to address the needs.
- Maintaining the reception area clean and organized
- Inform visitors by answering or referring inquiries
- Contributes to team effort by accomplishing related results as needed

**Worked as a Receptionist at Majid Al Futtaim (MAF) Deira city center under the supervision of Al Fajer Facilities Management from Jan 2019 to August 2019.**

**Job Responsibilities:**

- Welcoming in professional etiquettes the company patrons.
- Answering incoming calls and queries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Reservation and Preparation of meetings schedules according to the management.
- Maintaining the reception area clean and organized.

## **WORK EXPERIENCE (PAKISTAN)**

---

**Worked as a Receptionist** CAT/ACCA (ICA) Islamabad college of Accountancy F8 Markaz Islamabad from jan 2015 to July 2018

**Job Responsibilities:**

- Receiving visitors at the front desk by greeting, welcoming them.
- Directing visitors to their destinations.
- Preparing meetings.
- Answering incoming phone calls

- Receiving and sorting daily mail
- Maintaining the reception area clean and organized

## **WORK EXPERIENCE (PAKISTAN)**

---

**Worked as Clinic Receptionist cum Customer Service Representative at Laserase Dermatology Clinic Blue area Islamabad Pakistan from Jan 2014 to Dec 2014**

### **Job Responsibilities:**

- Greeting patients and visitors
- Answering phone calls
- Scheduling appointment
- Handling Patient inquiries and concern
- Registering patients in the management system
- Calling patients to verify appointments, and making sure that both patients and staff times are coordinated, and ready for an appointment.
- Perform administrative work
- Maintaining reception area neat and tidy

### **Interpersonal skills**

- Committed to effective time management.
- Team Building & Team Motivating.
- Effective analytical, troubleshooting & problem solving abilities.
- Excellent communication & interpersonal.
- Skilled in public speaking.
- Self-motivated & well organized.

### **Computer Skills**

- Microsoft Word' Excel
- Internet & E-mail

### **Language Proficiency**

- English (Read, Write & Speak)
- Urdu (Native)

### **Personal Details:**

- Date of Birth                      June 1<sup>st</sup> 1990
- Religion                              Islam
- Nationality                          Pakistani
- Marital Status                      Single

### **References**

- Will provide on request.