

CURRICULUM VITAE



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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)

Worked as an Admin cum Receptionist at AD Digital Marketing Company DMCC Jumeirah Lake Towers' Dubai from (June 2023 to July 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 Facility 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 1st 1990
- Religion Islam
- Nationality Pakistani
- Marital Status Single

References

- Will provide on request.