



# SAIMA AHMED

## About Me

Enthusiastic and adaptable professional receptionist with exceptional multitasking abilities and writing skills.

Works well as part of a team and communicates promptly and thoroughly with staff and customers



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goluzainab0004@gmail.com



F-185, Lado Sarai New Delhi-110030

## LANGUAGE

- English
- Hindi
- Urdu

## PERSONAL DETAILS

- DOB 29.01.1985
- Address F-185 Lado Sarai, New Delhi
- Marital Status- Married

## EXPERIENCE

- One year experience as IT Assistant in SVB kiran vihar Karkarduma Court Delhi.
- One year experience as a Computer Teacher in GGSSS in Shakarpur Delhi.
- One year experience as a Computer Teacher in Shri Guruhari Kishan mata sundari Delhi
- Two year experience as a Stock Dealer in Khandelwal Indo Holding Pvt. Ltd Mohammadpur Delhi
- One year experience Executive in Svaran Dental Clinic yusuf Sarai Delhi
- One year experience as a Back office Executive in Swaran Dental Clinic yusuf Sarai Delhi
- Three year experience as a Civil Defence Volunteer in South delhi
- Six month as receptionist Applo hospital . sarita vihar
- One year of dealer in Amazon.
- Presently working in IMM B-11 Katwaria Sarai as Receptionist

## EDUCATION

- 10 from UP Board 12 pass from CBSE Board
- Graduation from Delhi University
- One year Diploma in DTP from NCPUL New Delhi