

FARAH FAIZAL

Front Desk Receptionist



SUMMARY

Highly motivated and detail-oriented Office Receptionist with 1+ years of customer service experience in the hotel and healthcare industry. Strong communication skills, both written and verbal, facilitating effective interactions with patients and clinicians. Meticulous attention to detail ensures accuracy in managing customers accounts and paperwork. Proven ability to multitask, handle high call volumes, and work independently.

STRENGTHS



Excellent Communication

Strong verbal and written communication skills resulting in effective interactions with clients and management



Attention to Detail

Meticulous attention to detail ensuring accuracy in managing customers accounts and paperwork.



Multitasking

Proven ability to handle multiple tasks simultaneously, maintaining a high level of organization and efficiency.

Punctuality

Gave importance to value of time and sincere in works

EXPERIENCE

Aug 2024 - Present
United Arab Emirates

Guest Expert

Americana Kuwait food company, Grandlube, Ajman, UAE

Providing Excellent hospitality by greeting the guest, Handling and taking orders, Hosting and managing shifts.

Front Desk Receptionist

May 2022 - July 2023

Alappuzha, Kerala,
India

Treebo Tryst Palmyra Milford

Provided exceptional customer service by greeting all residents & guests. Provided assistance and accurate information, security and protocols.

Hospitality Service Associated

Sep 2023 - Feb 2024

Ernakulam, Kerala,
India

Renai Medicity Hospital

Volunteer for additional sidework, coverage of extra tables, and staying late to managing Closing shift duties.

CONTACT INFO



United Arab Emirates



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KFC building, Al Muwaihat
3, Tariaq Bedon ESM, Ajman



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+91 8078778477

SKILLS

Customer
Service

Appointment
Scheduling

Microsoft
Office

Time
Management

Problem
Solving

EDUCATION

03/2018 - 01/2021

Diploma in electronics engineering
SBTE,
INDIA

2015 - 2017

Higher secondary
Kerala
board

LANGUAGES

English Proficient



Hindi Advanced



Tamil Advanced

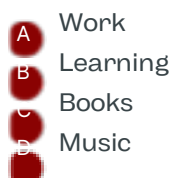
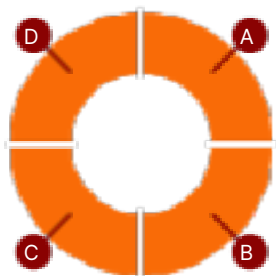


PASSIONS

CareerInterest / Passion

Communication , customersupport

MY TIME



PERSONAL INFO

DOB - 29/06/1999

NATIONALITY - INDIAN

PASSPORT NO - Y5814382

GENDER - FEMALE

MARITAL STATUS - SINGLE

DOE - 02/07/2033