

AYISHA S

Customer happiness executive - Front office

DETAILS

 ayishameer7321@gmail.com

 +971 543426360

 Sharjah, UAE

SKILLS

- Microsoft Excel
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- Presentation and reportings
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- Communication skills
●●●●●
- Multitasking
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LANGUAGES

- English
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- Tamil
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- Malayalam
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REFERENCES

Reference available upon request

SUMMARY

As a dedicated and enthusiastic Front Office Executive with a passion for delivering exceptional customer service, I am eager to join the team and contribute to creating a welcoming and efficient environment.

EXPERIENCE

Feb 2023 — Jun 2025

Front office executive - Receptionist

Accurate building contracting & cleaning services, Sharjah, UAE

- Handle inquiries regarding projects, tenders, RFQs and company services professionally.
- Support project managers in scheduling client meetings or vendor appointments.
- Manage front office supplies such as stationery and safety gear request slips.

Oct 2020 — Nov 2021

Front office executive

Seapol Logistics, India

- Greet and welcome visitors, clients, and customers in a professional and friendly manner.
- Manage emails and correspondence, ensuring timely responses and follow-ups.
- Prepare weekly and monthly front desk reports as required.

EDUCATION

2018 — 2020

MA English Literature

MS University, India

2015 — 2018

BA English Literature

MS University, India

