



MAHEK BANO MOHAMMED HASAIN

EXPERIENCE

- **HEIGHTS REAL ESTATE EST – ADMINISTRATIVE ASSISTANT**
(February 2020 – November 2021)
 - Offered administrative support to ensure efficient operation of office.
 - Answered phone calls, scheduled meetings and supported visitors.
 - Carried out administrative duties such as filing, typing, copying, binding, scanning etc.
 - Completed paperwork for real estate transactions in a timely manner to ensure a deal is closed as quickly as possible
 - Monitored deadlines and provided notices to appropriate parties when necessary
 - Ensured each transaction complies with legalities and any tax withholdings are complete
- **FOCUS GROUP – RECEPTIONIST CUM ADMIN**



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OBJECTIVE

Outgoing and result-driven candidate with a proven track record of extraordinary achievements in consistently surpassing all quotas/targets and roles and responsibilities. Effective communicator with an extensive experience in managing teams, providing excellent customer service, and performing detailed research. A highly dedicated, energetic and passionate candidate to perform effectively. Always eager and ready to discover, experience and learn new things.

(March 2019- January 2020)

- Answered and directed phone calls in a polite and friendly manner
- Welcomed visitors in a warm and friendly manner, and answer any questions visitors have
- Maintained reception area and all common areas in a clean and tidy manner at all times
- Operated standard office equipment on a regular basis, including a fax machine, a copy machine, and a computer
- Keep detailed and accurate records of visitor requests and of calls received
- Received deliveries; sort and distribute incoming mail
- Taken inventory of supplies and restock as needed
- Maintained the general office filing system
- Undertaken all administrative duties
- Coordinated and passed on communications to the senior executives

A TO Z PASSENGER TRANSPORT – CUSTOMER SERVICE REPRESENTATIVE

(January 2019 – February 2019)

- Supported customers by providing helpful information, answering questions, and responding to complaints.
- Answering phone calls and emails
- Assisted customers with basic troubleshooting or setup processes
- Maintaining sales of products and services to customers and processing payments.
- Offered suggestions and new ideas to A to Z Passenger Transport L.L.C for betterments.

EDUCATION

BUCKINGHAMSHIRE UNIVERSITY UK, CROMWELL UK - 2022

BA (HONS.) in Business Management

BUCKINGHAMSHIRE UNIVERSITY UK, CROMWELL UK-2021

Higher National Diploma – BA (HONS.) in Business Management

INTERNATIONAL INDIAN SCHOOL – 2019

Higher Secondary School

THE ROYAL ACADEMY – 2017

Secondary School



SKILLS

- Strong listening, communication, presentation and social skills
- Sharp customer service skills
- Ability to work independently
- Excellent observation skills
- Superb written and verbal communication skills
- Approachable
- Cheerful, Friendly and Energetic
- Goal Oriented
- Ability to make a change
- Ability to motivate others
- Excellent data entry skills
- Excellent learning aptitude
- Professional typing skills
- Ability to respond quickly to changes
- Great at working with teams

VISA DETAILS

TYPE- Father's Visa

EXPIRY- 22/10/2023

LANGUAGES KNOWN

- English
- Hindi
- Urdu