

Wasna Shefy

Ajman, United Arab Emirates

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Profile Passionate, enthusiastic and goal oriented individual, who aims to be able to find an exciting and challenging position. Possessing experience in administrative work and is a quick learner of new information, systems and processes.

Professional Experience

Receptionist – Ayurvedic Medical Center

June 2021 - October 2021 | Ajman, United Arab Emirates

Reporting to Supervisor

- Greeting patients and managing patient intake.
- Answering calls and directing them to correct department, taking and passing messages.
- Scheduling and coordinating appointments.
- Opening, updating and maintaining patient file record.
- Handling receipts and day to day accounts.

Office Administrator – Al Haram Group

June 2020 – December 2020 | Umm Al Quwain, United Arab Emirates

Reporting to Manager

- Responsible for ensuring smooth day to day running of the office.
- Taking messages and passing to the intended person.
- Supporting office managers in ad hoc tasks.
- Inputting employee timesheet.
- Purchase and maintain office supply inventories.

Education

- 10th grade (2016-2017) - International Indian School, Ajman
- 12th grade (2019-2020) - International Indian School, Ajman

Computer Skills

- MS Office

Language Skills

- English, Hindi, Malayalam

Personal Details

- Date of Birth - 16th May 2002
- Nationality – Indian
- Marital Status – Single
- Visa Status – Father Sponsorship (Transferrable)
- Available to start immediately

References – Available upon request.

