

AMINA BASHEER



EDUCATION

- 2021: Completed Training Course in Vocational Diploma in Child Care and Education of Young Children
- 2018-2021: Bachelor of Commerce in Bharathidasan University, Al-ain
- 2017-2018: Grade 12 Commerce (CBSE) at Darul Huda Islamic School

WORK EXPERIENCE

Gold's Gym, Al-ain UAE

Mar 2022 to Sep 2022

- Worked as front desk receptionist
- Answer telephone calls to take messages from clients or provide accurate information based on their inquiries
- Receive walk-in customers and guests and make them comfortable
- Maintain cleanliness and sanitation protocols
- Support and assist fitness trainers and internal staff
- Maintain and implement all rules and guidelines to ensure everyone's safety

SKILLS

Computer skills-Microsoft office
Communication
Research work
Ability to work under pressure
Can work with minimal supervision

PROFILE

Date of birth: 15/06/2000

Marital status: Single

Nationality: Indian

CONTACT

Mobile no.:

+971567097463

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aminabasheer519@gmail.com

LANGUAGES

English	Fluent
Malayalam	Fluent
Tamil	Fluent
Arabic	Intermediate
Hindi	Intermediate