

RESUME

Zainul Abedin

Front Desk Executive

D400 Street No.5/2 Noor E Ilahi

Maujpur

Delhi - 110053

Mob No. : 9211299481

Email Id : saifizainul2@gmail.com

CAREER OBJECTIVE

"Motivated and personable professional with strong interpersonal and organizational skills, seeking a Front Desk Executive position to deliver exceptional customer service, ensure smooth front office operations, and represent the company with professionalism and poise. Eager to contribute to a dynamic team and create a welcoming environment for clients and visitors."

ACADEMIC QUALIFICATION

S.No.	Qualification	University / Board	Year	Per %
1	12th	HM DAV SE SEC SCHOOL SE	2022	62%

OTHER QUALIFICATION

- basic knowledge of computer
- perusing BA Program

WORK EXPERIANCE

- fresher

PERSONAL INFORMATION

Father's Name : Mohd Irshad
Date of Birth : 2003-10-03
Language Known : Hindi&english
Gender : Male
Nationality : indian
Marital Status : Unmarried

DECLARATION

I hereby declared that the above information given by me is true to best of my Knowledge.

Date :

Place : Delhi

(Zainul Abedin)