

ANWAR ALI



+923182104703



balochanwr543@gmail.com



Karachi Pakistan

SUMMARY

A dedicated and organized receptionist with 1 year of experience providing excellent administrative support and ensuring smooth front-desk operations. Skilled in managing phone calls, scheduling appointments, and assisting visitors with professionalism and efficiency. Known for strong communication skills, attention to detail, and a friendly demeanor that creates a welcoming environment for clients and staff. Committed to delivering exceptional service and contributing to the success of the organization.

EDUCATION

AI EMAAN PUBLIC SCHOOL

Matriculation
2008-2023

APTECH COMPUTER EDUCATION

DIPLOMA IN INFORMATION SYSTEM MANAGEMENT
2023 – 2024

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Very good skills in computer literacy and friendly with many software like MS OFFICE, MS EXCEL AND POWERPOINT

PROFESSIONAL EXPERIENCE

Receptionist

Basim lab 2022-2023

- Welcomed and assisted visitors and clients with a friendly and professional attitude, creating a positive first impression.
- Managed incoming calls, emails, and inquiries, ensuring prompt and accurate communication.
- Scheduled and coordinated appointments, meetings, and maintained office calendars efficiently.
- Maintained a clean, organized reception area and managed office supplies to support smooth daily operations.
- Performed administrative tasks such as data entry, filing, and record management to support team efficiency.

CERTIFICATIONS

- CERTIFICATE OF CUSTOMER SERVICE
- CERTIFICATE OF ADVANCE ENGLISH AS A SECOND LANGUAGE
- CERTIFICATE OF PROEFFICIENCY IN INFORMATION SYSTEM MANAGEMENT