



MUHAMMAD RIAZ

RECEPTIONISTH

CONTACT

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Peshawar Pakistan

PERSONAL INFORMATIO

- Gander : Male
D.O.B : 2nd Feb 2002
Religion : Islam
Nationality : Pakistan
Passport No : JV9919451

LANGUAGES

- Pashto _____
Urdu _____
English _____

HOBIES



PROFILE

A dedicated and efficient receptionist with two years of experience in providing excellent customer service, managing phone calls, scheduling meetings, and performing administrative tasks. Known for strong organizational skills and the ability to multitask in a fast-paced environment.



EDUCATION

- Bachelor of Business Administration (Honours)**
Abdul Wali Khan University Mardan
Diploma in Information Technology
Khyber Pakhtunkhwa Information Technology Board
High Secondary School Certificate (HSSC)
Bise Peshawar Pakistan
Secondary School Certificate (SSC)
Bise Peshawar Pakistan



EXPERIENCE

- Store Keeper**
Hajyan Supper Store Sara Khora Peshawar Pakistan
Selling, Cash Handling, Stock Replenishment etc



SKILSS

- Customer Interaction**
Skilled in greeting and assisting clients, ensuring a positive and professional experience.
Phone & Email Management
Efficient in handling inbound/outbound calls and responding to emails promptly.
Organizational Skills
Expertise in scheduling, file management, and ensuring smooth daily office operations.
Multitasking
Ability to manage multiple tasks simultaneously while maintaining a high level of attention to detail.
Microsoft Office
Proficient in Microsoft Word, Excel, and PowerPoint for document creation, data analysis, and presentations.