

SAMEER SARZAMEEN



CONTACT

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PERSONL DETAIL

Date of Birth : 10/01/2004

Height : 179 cm

Tattoos : No visible tattoos

Nationality : Pakistani

Passport No : BB5227132

License : Light Vehicle

SKILLS

- Team player
- Public Relations
- Empathy
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Multi - Tasking

LANGUAGES

- English (Fluent)
- Arabic (Intermediate)
- Urdu (Native)
- Pashto (Fluent)



PROFILE

Enthusiastic and reliable professional with a strong background in front-facing roles, offering 2 years of experience in customer interaction, administrative support, and client service. Skilled in creating welcoming environments, managing front desk operations, and handling inquiries with professionalism and efficiency.



WORK EXPERIENCE

SRT Rental Car

APR 2024 - PRESENT

Front Desk (customer service)

- Greet customers warmly and assist with check-in/check-out rental procedures
- Explain rental terms, insurance options, and vehicle features clearly
- Verify customer identification, driver's license, and payment methods
- Manage phone calls, emails, and walk-in traffic with prompt service

Expo 2020

Sep 2020 - Dec 2020

Guest Relation Associate

- Provide personalized service by anticipating guest needs and preferences
- Handle guest inquiries, requests, and complaints promptly and professionally
- Coordinate with housekeeping, front office, and concierge teams to fulfill guest needs
- Maintain updated knowledge of hotel services, local attractions, and amenities

Thread Retail Store

Jul 2023 - Nov 2023

Customer Service Assistant

- Greet and assist customers in person, by phone, or via email in friendly and professional manner
- Maintain product knowledge to offer informed advice and recommendations.
- Respond to customer inquiries, complaints, and feedback promptly and effectively



EDUCATION

High School (12)

2017 - 2023

H.H Sheikh Rashid Al Maktoum School Dubai

Computer Science