

Areesha Rasheed

FRONT DESK OFFICER

About Me

Energetic professional with 4 years of experience in front-desk operations and guest relations. Proven track record in managing high-traffic receptions, resolving inquiries with a mature approach, and delivering seamless service. Expert in public dealing and team coordination, dedicated to fostering trust and professionalism from the first point of contact.



WORK EXPERIENCE



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areesharasheed123@gmail.com



Lalazar Rawalpindi

Front Desk Officer

Phase 7, Bahria Town

Türkiye International Travel Services

Jan 01 2025 – Till now

Key Role

- Warmly greeted and welcomed guests
- Directed visitors to the appropriate departments
- Maintained a tidy, organized, and professional reception area
- Assisted guests with refreshments and support to enhance their overall experience

Educational Consultant

Phase 7, Bahria Town

Click On Global Career

September 01 2025 – Till now

Key Role

- Maintained databases, student records, and project tracking systems for efficient academic and administrative management.
- Communicated effectively with vendors, clients, and internal stakeholders to strengthen partnerships and service delivery.
- Prepared financial and academic reports, tracked revenues and expenses, and provided accurate data to support decision-making.
- Advised students, parents, and institutions on academic pathways, career opportunities, and educational planning.
- Designed and delivered workshops, seminars, and training sessions to enhance student learning and institutional development.
- Developed tailored educational strategies and solutions to meet diverse learner needs and institutional objectives.

Guest Relation Officer

January 2024 – December 2024

AzizBhattiRoad , Rawalpindi

Shalimar Hotel (Rawalpindi)

Key Role

- Guest Relations: Delivered high-quality service by welcoming guests and managing professional reception operations.
- Visitor Management: Acted as the primary point of contact, efficiently directing visitors and handling inquiries.
- Service Excellence: Enhanced guest satisfaction by providing personalized support and coordinating amenities.

EDUCATION

Allama Iqbal Open
University
BA. In Gen Arts
2024 -Till Now

Fg Postgraduate
College Rwp
Humanities
2021- 2023

SKILLS

- Administrative skills
- Onboarding skills
- Talent Management
- Microsoft office
- Teamwork Leadership
- Creative
- MS Office
- Front desk managment

PERSONAL INFORMATION

- Date Of Birth: 17-August-2005
- CNIC No : 38201-8352077-2
- Nationality : Pakistani
- Gender : Female
- Religion : Islam

HOBBIES

- Reading
- Travelling
- Painting

LANGUAGE

English

Urdu

HumanResources Assistant

Lalazar Rawalpindi

April 2023 - December 2023

SLS Montessori and High School

Key Role

- Assist in recruitment by posting job ads, screening applications, and scheduling interviews
- Support onboarding with joining formalities, orientation, and documentation
- Maintain accurate employee records including attendance, leave, and contracts
- Communicate school policies and updates clearly to staff
- Coordinate training workshops and professional development sessions
- Help prepare payroll by verifying attendance and salary sheets
- Provide initial support in resolving staff concerns or disputes
- Assist in organizing school events, meetings, and recognition programs

internship, Fashion/Apparel Designinternship

Lalazar Rawalpindi

April 2023 - June 2023

AnNajm Technical Training school

Key Role

- Assisted in trend research, sketching, and fabric selection for seasonal collections.
- Supported sample development, fittings, and preparation of technical specification sheets.
- Collaborated with design and production teams to ensure accuracy and creative input.