

Umar Shaikh



Receptionist, Software Engineering Student

Address Pune
India

Phone 80801475679

Email the.og.umar@gmail.com

01 PROFILE

A reliable and articulate receptionist eager to join a new team of people, and assist them. Adept in making customers feel at home, while providing them with optimal customer service every step of the way.

02 EMPLOYMENT HISTORY

2022

Receptionist at The Muskan Dental Clinic

- Aimed for the highest level of customer service possible.
- Remained punctual, flexible, and adaptive.
- Utilized excellent project management skills.

03 EDUCATION

2011 — 2022

The Bishop's School

Graduated 10th grade

Aug 2022 — Present

Havard University

CS50

Currently pursuing

04 SKILLS

Customer Service



Server Management



Ability to Work Under Pressure



Fast Learner



Computer Skills



Linux Administration

