

Meer Adnan



### Contact

✉ meeradnan6005@gmail.com

☎ 7889623993

📍 Handwara

### Personal Detail

Date of Birth : 07/08/2003

Marital Status : Un -Married

Nationality : indian

### Skills

positive Attitude 100%

Active listening 100%

problem solving 80%

Multitasking 100%

computer skill 80%

Shift scheduling 60%

Good communication 100%

### Languages

### OBJECTIVE

Senior Front Office Manager with 2+ years of experience creating job descriptions and assessing staff performance. Goal-oriented professional recognized by peers for my effective creative thinking and communication skills. Looking to apply my experience with Staff Management and Documentation at your company.

### EXPERIENCE

Snowland 10/05/2022 - 09/20/2023

Front office manager

Evoke 07/01/2024 - 07/29/2024

from office manager

### EDUCATION

Government degree college Handwara 2023

B.A

A

kashmiri

Urdu

English