

# Vaneeza Atif



Sharjah,  
United Arab Emirates

+971 56 9630513

[vaneeza.atif11@gmail.com](mailto:vaneeza.atif11@gmail.com)

## Brief

An efficient worker with 1.5 years of experience in customer service and database management. Retains the ability to make informed decisions and maintain confidentiality with a proven track record of working collaboratively alongside team members. Currently pursuing a role as a customer service specialist in a fast-paced office environment.

## Work Experience

### Xenial Events, Event Management Staff

OCTOBER 2021 - PRESENT

- Coordinated CPD training courses in which duties included coordinating with the delegates, assisting the trainer with troubleshooting and logistics, updating the database and creating relevant reports.
- Worked as a registration typist and customer service at multiple high-profile corporate events such as the 12th World Chambers Congress and The Arabian Travel Market at various locations across UAE.
- Ushered at highly demanding leisure events including concerts and festivals.

### Expo 2020 Dubai, COVID-19 Task Force Coordinator

JANUARY 2022 - FEBRUARY 2022

- Worked as part of a team in handling the COVID-19 helpline.
- Handled and maintained live and offline databases of confidential records.
- Provided excellent customer service when handling the helpline.

### Vibes Events, Event Management Staff

SEPTEMBER 2021

- Worked part-time as an usher at highly fast-paced corporate events namely The Big 5 and Gastech.

## Education

### Arab Unity School - A Level and IGCSE's

AUGUST 2014 - AUGUST 2021, Dubai

- Graduated high school with a high merit.

## Soft skills

- Customer Service – Bilingual – Communication Skills
- MS Office - Database Management - Guide - Team Coordination