


MEERA ISKANDARANI

MIS Graduate

CONTACT

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 Beirut, Lebanon

NATIONALITY

British / Lebanese

EDUCATION

C&E College

2014-2017

Baccalaureate Technique in Hotel Management.

Lebanese International University - LIU

2017 - 2021

B.A. in Business Administration in Management Information Systems.

SKILLS

- Deliver creative ideas.
- Able to communicate effectively.
- Problem solving and implementing the best solutions.
- Ability to work under pressure and multitask .

LANGUAGES

- English **(Fluent)**
- Arabic **(Native)**

PROFILE

- Experienced gym receptionist proficient in handling front desk operations in a fitness center.
- Skilled in straightforward accounting tasks, payroll management, and maintaining financial records.
- Proficient in scheduling fitness sessions, classes, and appointments for members.
- Committed to providing exceptional customer service and ensuring a welcoming atmosphere for all visitors.
- Highly organized with a strong attention to detail to keep the reception area running smoothly.
- Adept at multitasking, handling inquiries, and resolving member concerns efficiently.

WORK EXPERIENCE

GYM FRONT DESK OPERATOR

PT LOUNGE

September 2020- Present

- Handling the clients requests and problems in a professional and calm way.
- Ensuring an exceptional and efficient level of customer service to all clients.
- Keeping accurate records, personal information, and billing by using ArenaSystem software and maintaining data confidentiality.
- Answering multiple daily calls pleasantly.
- Financing the revenues, expenses and payments with monthly profit.