**First Name of Application CV No 1641150**

Whatsapp Mobile: +971504753686



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**PERSONAL SUMMARY**

Well presented with exceptional customer service skills, and the ability to provide an effective reception and switchboard service. Experienced in working under pressure in a quick paced fast moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner.Able to be a integral member of a administrative and clerical team, and can follow instructions and also have a willingness to learn. Currently looking for a suitable receptionist position with a progressive company.

**WORK EXPERIENCE**

**RECEPTIONIST** (2015 March to 2016 January)Megha Creations :Working within a reception environment providing a telephone answering, admin and reception service as well as organising the post, welcoming visitors and providing hospitality towards guests and clients.Duties:

* Answering all incoming calls / emails and re-routing them to relevant parties.
* Meeting and greeting visitors ensuring they are signed in and inducted.
* Opening, distributing, collecting and taking the post.
* General administration duties, photocopying, filing etc.
* Dealing with any enquiries at the reception.
* Data entry onto internal systems.
* Reporting any problems to the office manager.
* Dealing with car park requests and hospitality requirements.
* Ensuring that the reception area is tidy and clutter free.
* Monitoring stationary stock and reordering when required.
* Operating a computer system and switchboard.

**KEY SKILLS AND COMPETENCIES**

* Excellent telephone manner.
* Can offer a warm & friendly greeting to visitors.
* Smart, presentable appearance.
* Ensuring a efficient running and operation of the Reception Desk.
* Good organisation and prioritisation skills.
* Self motivated, proactive & hardworking.
* Ability to listen and anticipate.
* Fully aware of all Health & safety legislation relating to office work.
* Experience of arranging month end invoicing on the SAGE System.
* Good IT skills Word, Excel, Email and Internet.
* Accept and adhere to the need for strict confidentiality.

**AREAS OF EXPERTISE**

* Keyboard skills
* Office software
* Administration
* Reception skills
* Equal opportunities
* Filing systems

**OTHER SOFTWARE SKILLS**

* Microsoft office tools (word, excel, powerpoint)
* Adobe PageMaker
* Adobe Indesign
* Adobe Illustrator
* AdobePhotoshop
* Adobe Premiere
* Adobe Dreamweaver
* Sound forge

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**PROFESSIONAL SKILLS**

* Multimedia and Communication
* Can Speak English, Malayalam and Tamil

**PERSONAL SKILLS**

* Enthusiastic
* Communication skills
* Superb customer service
* Punctual

**PERSONAL DETAILS**

Marital Status : Married

Nationality : Indian

Date of Birth : 02.10.1994

**EDUCATIONAL QUALIFICATION**

* Bachelors Degree (Bachelor of Multimedia and Communication)
* Higher Secondary Education (Science)
* Secondary Education (NIOS)