[**PREEJA.359109@2freemail.com**](mailto:PREEJA.359109@2freemail.com)

**PREEJA**

**Career Objective**

Seeking a position of Receptionist where expertise in greeting customers, answering phone and handling mail will be fully utilized to increase the company’s client base and operational efficiency

**Profile**

* Having 2 year experience as a Receptionist with Kalikamata

Enterprise in the year 2015 till January 2017.

**Duties**

* answer telephone, screen and direct calls
* take and relay messages
* provide information to callers
* greet persons entering organization
* direct persons to correct destination
* deal with queries from the public and customers
* ensure knowledge of staff movements in and out of organization
* monitor visitor access and maintain security awareness
* provide general administrative and clerical support
* prepare correspondence and documents
* receive and sort mail and deliveries
* schedule appointments
* maintain appointment diary either manually or electronically
* organize conference and meeting room bookings
* co-ordinate meetings and organize catering
* monitor and maintain office equipment
* control inventory relevant to reception area
* tidy and maintain the reception area

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**Academic Qualification**

* BSS Diploma in Early Childhood Care and Education (ECC.Ed) from BSS Vighnaharta Teaching Institute in the academic year 13-14.
* Bachelor of Commerce from Mumbai University in the year 2015-2016

**Computer Skills**

* Basic computer knowledge.(Ms Word, Ms Excel, Ms Power Point)
* Tally ERP 9.0

**Personal Details`**

**Date of Birth : 06th July, 1991.**

**Nationality : Indian (hindu)**

**Languages Known :** **English, Malayalam, Tamil & Hindi.**

**Hobbies**  : **Reading and Listening musics**

**Visa Status: Visit Visa**

**Declaration:**

**I would welcome the opportunity given by your organization with a promise to given my best as the need of jobs.**