**Curriculum Vitae**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sakshi****Sakshi.366107@2freemail.com****Marital Status :**  Married **Languages Known :**EnglishHindiPunjabi**Interests and Hobbies:****Travelling.****Listening to Music.** | ObjectiveI am looking forward to an organization where my will to succeed and immense determination to innovate is used constructively to promote and expand the organization. Academic Profile:

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Specialization** | **College** |
|  **G.NIIT** | Software Management | NIIT |
|  **B com** | Business Management | Manav Bharti university |
|  **XII**  |  Commerce stream | CBSE Board |
|  **X** |  All CBSE subjects | CBSE Board |

 Competencies:* Having 2 years of experience in Customer Service & in managing front office desk.
* Possess excellent interpersonal and analytical skills.
* Excellent communication and people management skills.
* Flair to learn new technology.

Professional Qualifications* **Worked with one of the premier chain of school in Delhi i.e.**

 **Organization Name: Sanfort School.****Position - Receptionist cum primary wing in charge.** **Tenure Served – Jan 2014 - Nov-2014****Job Responsibilities**: * Key in charge for their front desk operation, take care of all day to day activities pertaining to guest handling.
* Managing primary wing of the school.
* Managing fees collection counters.
* Taking care of arrangements of all business meetings, annual meetings of the school.
* Maintaining the general filing system and file all correspondence.
* Process & prepare memos, correspondence, announcements or other related documents.
* **Worked with leading Multinational group in their corporate office as Front desk coordinator.**

**Organization Name: HSN International** **Position - Front desk coordinator cum Guest Relation officer.** **Tenure Served – Jan 2014 - Nov-2014** **Job Responsibilities*** Taking care of their welcome desk – handling of international customers, vendors, sales staff, and internal employees.
* Sending emails correspondence, making salary pay slips.
* Making records of daily payments collections.
* Arranging meetings, seminars, conferences for senior management as per their requirements.
* Handling of daily calls and transferring them to concern department in professional manner.
* Provide office supplies (stationery & kitchen supplies) maintain adequate stocks; task includes ordering new supplies, identifying new suppliers and obtaining best price for alert.
* Assist departments with any of the admin task such as: data entry, stuffing envelopes, etc.
* Keeping record of staff and visitors signing in & out of the company premises.
* Maintaining the general filing system and file all correspondence .
* **Tenure Served – Jan 2015 - Mar -2016**

 Declaration:I hereby declare that all the information provided above is valid and true to the best of my knowledge. |
|  |  |
|  |  |