**Curriculum Vitae**

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| **Sakshi**  [**Sakshi.366107@2freemail.com**](mailto:Sakshi.366107@2freemail.com)  **Marital Status :**  Married    **Languages Known :**  English  Hindi  Punjabi  **Interests and Hobbies:**  **Travelling.**  **Listening to Music.** | Objective  I 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. |
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