AMNA 

Email: [amna.381734@2freemail.com](mailto:amna.381734@2freemail.com)

**PROFESSIONAL SUMMARY**

Front Office Receptionist with years of receptionist experience at many different levels available to fill a position with a reputable company in need

**CORE QUALIFICATIONS**

* Excellent customer service skills
* Professional demeanor upheld at all times
* Proficient in MS Office programmers and capable of learning others
* Professional appearance maintained at all times
* Willingness to work a variety of hours, including nights and weekends

**WORK EXPERIENCE**

**Front Office Receptionist**

June 2016 to April 2018 abdullah recruitment group (Lahore, Pakistan)

* Greet building visitors, answering their questions and directing them to proper location
* Answer phone calls and transfer to correct department
* Ensure entryway and lobby are clean at all times
* Assist in the training of new receptionists
* Make overhead announcements throughout the building
* Inform executives of visitors and appointment

**Front Office Receptionist and coordinator**

Feb 2014 to mar 2016 momentum 2020 foundation (Lahore, Pakistan)

* Responsible to develop and improve services aims at Momentum 2020 Foundation
* Maintain automated answering service, making changes when necessary
* Serve as a case manager of assigned cases
* Inventory office supplies and place orders when necessary
* Perform clerical duties, especially copying and collating booklets for employees
* Make appointments for visitors and customers to see appropriate personnel

**SKILLS**

* Administrative Support
* Appointment Scheduling
* Email Correspondence
* Teamwork
* Fluent in English
* Fluent in Urdu
* Hindi(basic)

**EDUCATION**

Higher Secondary School Certificate-2007

Bilal Higher Secondary School, Vehari, Pakistan

Secondary School Certificate-2005

Grammar Girls Secondary School, Vehari, Pakistan