**PRIYANKA**



[**Priyanka.372580@2freemail.com**](mailto:Priyanka.372580@2freemail.com)

**MORE THAN FIVE YEARS EXPERIENCE IN MULTICULTURAL TASK IN INDIA & UAE WITH AN OUTSTANDING& PRESENTABLE COMMUNICATION SKILL IN ENGLISH**

**CAREER OBJECTIVE**

**I am seeking a better position in your Business point as well as where I can utilized my brilliant techniques, ideas, knowledge, skill and efficiency for the entire satisfaction for our customers and continual growth for your esteemed organization and my career expansion.**

**EXECUTIVE SUMMARY**

**I have experience in multicultural task like Customer support executive, Receptionist, Front Desk, Administration, Encoding, Back office etc. and I wish to address that with my experience and proven track, coupled with the challenging work environment.**

**It has instilled in me refined communication skills; self-confidence, leadership skills and the better relationships with our customers and colleagues that I have built with high net worth individuals would prove to be an asset to your organization.**

**PROFESSIONAL EXPERIENCE**

**30th November 2014 till date**

**Company : Rising Star Trading LLC**

**(ONE OF THE BIGGEST BUILDING METERIAL & TOOLS SUPPLIERS IN UAE)**

**Dubai – UAE**

**Position Held : HR Assistant / Receptionist /Inventory**

* **Duties & Responsibilities**

Sending quotations and inquiries, doing inventory management.

Responsible for planning out all warehouse resources & activities in relation to companies objectives & targets. Also keeping track of stock using computer systems, allocating space for storing goods & organizing special requirements for stock.

Preparing and maintaining detailed records of inbound, outbound files etc.

Handling telephone calls, doing email conversation with customers and suppliers.

Maintaining in all kind of files related to the office.

Handling payroll and attendance.

 **18th March 2014 till 30th September**

**Company : Ramee Guest line hotel (Ramee Group)**

**(ONE OF THE FAMOUS FOUR STAR HOTELS IN UAE)**

**Dubai – UAE**

**Position Held : Front office / Guest Relation**

* **Duties & Responsibilities**

As a Receptionist cum Guest Relation always be polite, pleasant and energetic working style, attending the telephone calls, handling different nationality guests, allocating the room as per customer needs, coordinating with other departments and doing some Admin works also.

Always keen, smart and flexible in working place.

Cooperate with colleagues and creating a friendly atmosphere with all customers.

Finding new customers for the company through social network sites and Internet.

Fulfilling all customer requirements and expectations from the company.

 **31th March 2011 to 02th March 2012**

**Company : Spice Jet Airlines**

**India**

**Position Held : In-flight Assistant**

* **Duties & Responsibilities**

As an In-flight assistant assuring the highest standard of customer service at all time.

Hospitality is the part of the service.

Safety rules and regulations should be maintained and guide lines giving to the passengers.

Always be polite and energetic working style and fulfilling the passenger’s requirements**.**

Also worked as a cabin crew coordinator.

 **19th February 2008 to 05th April 2010**

**Company : Kariwala Industries multinational company**

**India**

**Position Held : Customer support executive**

* **Duties & Responsibilities**

Dealing with overseas customer, email support, keeping track of warehouse stocks, item shipment process, call editing, sending daily reports.

Responsible in office daily activities and keeping good relationship with customers and doing correspondence also.

Doing some creative works for the company.

* **KEY STRENGTH**

**Hard Working, High Level Communication with Presentation Skills, Organizing Work Tasks**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Date of Birth: 3rd November 1985**  **(As per the passport only)** | **Expected Salary : As per your company procedure** |
| **Gender : Female** | **Visa Status: UAE Employment Visa** |
| **Nationality: Indian** | **Marital Status: Married** |
| **Height : 5ft 1inc** | **Body weight : 40kg** |
| **Eye Sight : 6/6** | **Languages Known: English, Hindi, Bengali and literacy of Arabic** |
| **References : Available upon request** | |

**ACHEIVEMENTS AND REWARDS**

**Awarded Employee of the month in ‘Kariwala Industries’ for my hard work, punctuality and handling work pressure, was also appraised and appreciated by the clients.**

**ACADEMMICS**

* **Completed B.A from ST. XAVIERS College (KOLKATA) 2004-2007.**
* **Completed Intermediate from ST. XAVIERS College (KOLKATA) 2001-2003**
* **Completed S.S.C from Loreto Day School (KOLKATA) 2001.**

**COMPUTER PROFICIENCY**

* **Diploma in Computer Application (MS Word, MS Excel, Internet and Email)**
* **Declaration:-**

**I solemnly declare that the above mention information is true and correct to the best of my knowledge and belief. In the above particulars please consider the application favorably and give me an opportunity to work in your esteemed organization management. If I get a chance to work in your company, I assure you that I will perform my duties honestly to the entire satisfaction of all concerned.**

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