

**SANGEETA**

**CONTACT**

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Sangeeta.384069@2freemail.com

**PERSONAL DATA**

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Nationality : Nepalese

Gender : Female

Date of Birth : 24th Mar 1983

Visa Status : Visit

**PASSPORT DETAIL**

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Issued Place : Kathmandu

Expire Date: 12 Dec 2023

**PERSONAL SUMMARY**

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A highly presentable, professional, well organized receptionist with a hand on experience on welcoming visitors, handle incoming and outgoing calls with all enquires and resolving the problem over in phone or in person. Also having prior experience in website design with a good knowledge of making HTML AND CSS templates. With good communicational and interpersonal skills, fluent in English and Hindi will definitely add value to your organization.

**WORK EXPERIENCE**

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**Security Guard @**Alfalah Security Services, Abudhabi (PSCOD)

2016 – 2018

Worked as Lady Security guard at Alfalah Security Services, Abu Dhabi Under Ministry of Interiors.

**Website Designer @ Tree Technology Pvt. Ltd., Nepal**

2012 - 2014

* Design developed and maintained web site for more than 55 small to medium size business.
* Specializing in SEO (Search Engine Optimization ) and SEM ( Search Engine Marketing) to obtain highest ranking possible.
* Design HTMl andCss templates for different projects.

**SKILLS**

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* IT literate
* Working in office environment
* Basic html and CSS Knowledge

**PERSONAL QUALITIES**

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* Patient and good interpersonal skills.
* Fast Learner
* Self-motivated
* Problem-solving Skills

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**EDUCATION**

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Studied up to from High school level from ParopakarAdarsh High School, Kathmandu, Nepal.