**Annalin**

**Front Office Executive**





[**annalin-393086@2freemail.com**](mailto:annalin-393086@2freemail.com)

**Seeking a challenging career that provides an opportunity to enhance my skills & knowledge for future growth and can achieve the optimum productivity through a challenging and professional work environment as well as prove my creative and social skills.**



**Dubai**

**2016-02 - Present**

**WORK EXPERIENCE**

**Front Office Executive**

**Handle incoming calls, relay messages & supply information to caller Responsible for extracting ISD calls made from company telephone extension Greet and announce visitors**

**Promote and establish strong relationship with employees and guest when they arrive in reception area**

**Collect and distribute messages and assist with mail distribution Responsible for courier i.e. dispatch of documents**

**Provide administrative & general support to all members of the management team**

**Assist in the coordination of office or company events Make photocopies / fax documents and write mails**

**as assigned Update the Medical Tracker Report for external employees**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Receptionist** | |  |
|  |  | **Answering the calls** |  |
| **2012-07 - 2015-08** | **Making reservations for the parties** | |  |
|  | **Booking Tables for the guest** |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  | **Receptionist** |  |
| **Answering the calls** |  |
|  |  |
| **2011-03 – 2011-10** | **Handling outgoing and incoming mails Handling Spa and Gym** |  |
| **department petty cash** |  |
|  |  |
|  | **Entering stock data for Spa and Gym in Excel sheet** |  |
|  | **EDUCATION** |  |
| **National Institute of** | **H.S.C** |  |
| **Open Schooling** |  |
|  |  |
| **2015** |  |  |
| **Maharashtra State** | **S.S.C** |  |
| **Board** |  |  |
| **2009** |  |  |

**KEY SKILLS AND COMPETENCIES**

**Highly Proficient in all MS Office based systems including Word, Excel, PowerPoint, and have also worked on Adobe Photoshop,**

**Completed course in Aware Basics ( Diploma in Office Automation ) from St. Angelo Institute in June’2008**

**Passed MS-CIT (Regular Mode) from St. Angelo Institute in Feburary’2009**

**(Data Transfers, Print Document, Sharing Data between application) (Internet, Web. Electronic Commerce – communication search tools)**

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Date of Birth** | **:** | **21st June, 1992** |
| **Nationality** | **:** | **Indian** |
| **Marital Status** | **:** | **Married** |
| **Languages Known** | **: English, Hindi and Marathi** | |
| **Hobbies** | **:** | **Music and travelling** |
| **References** | **: Will be provided on request** | |
| **Visa Status** | **:** | **Residence visa** |