



+971504753686



Dubai Employment Visa

**SKILLS**



* Communication
* Ability to Work under Pressure.
* Decision Making.
* Inventory management.
* Health & Safety.
* Business Administration.
* Payment Processing.
* MS Office
* Evacuation procedure
* Creativity



**LANGUAGES**



English



Punjabi



Hindi



**INTERESTS**



Music Singing



Travelling

Pratee

A highly motivated and well-organized receptionist & backend office with 10 years’ experience in a variety of office-based environments. Pride in appearance and a warm personality combined with a proficient knowledge of clerical duties leads to a reliable and solid first point of contact for customers and employees. Creates and encourages a positive and trustworthy image for the company as a whole.

**WORK EXPERIENCE**



**Front desk & Handling Billing and sales Department.**

Trading Company LLC

04/2020 – Serving Notice period

 Achievements/Tasks

* Greeting and welcoming guests and providing them with a positive first impression of the organization.
* Enter purchase orders with customer details and distribute to invoice team.
* Receiving the calls from **customers, supervisors,** Salesmen, merchandiser.
* Invoice posting and scanning after delivery.
* Respond to complaints from customers and give after sale support when requested
* Ensure adherence to laws and policies

**Receptionist & Front Desk Officer.**

Holiday Home Bur Dubai

11/2017 – 16/01/2020 Dubai

Achievements/Tasks

* Welcome and greet guests with great courtesy
* Prepare bills, handle and process checkouts, take payments
* Communicate with housekeeping and maintenance staff to ensure that great quality service is provided to guests
* Deal with complaints and problems

**** Answer queries of guests about various information and services of the hotel



**Sr. Front Desk Officer & Cashier**

Finance Company Limited

09/2014 – 08/2017 Punjab

Muthoot Finance is finical service industry in India and money exchange also

Achievements/Tasks

* Executed customer transaction regarding cash, money orders and money exchange
* Maintain balance record with 100% rate of accuracy
* Recorded amounts received and prepared reports of transaction

**** Achieving monthly sales goals



**Astt. Manager**

Private Bank LTD

|  |  |  |
| --- | --- | --- |
| 07/2013 – 08/2014 | Punjab |  |
| HDFC bank is a banking industry. |  |
| Achievements/Tasks |  |  |
| **** Account opening and CASA maintaining. |  |  |
| **** Meet or exceed annual sales goals on a regular basis |  |  |
| **** Cashier |  |  |

**EDUCATION**



**Post-Graduation Diploma in Computers** Punjab, India

Vedanta University

06/2012

**STRENGTHS**



* I have excellent leadership qualities which helps me to move ahead at workplace.
* Punctuality, honesty, creativity and hardworking calibre.

Please contact us to arrange interview of this candidate Free of Cost

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