

# Anu

## Receptionist – Front Office – Admin

Bachelor Degree in Computers with work experience in Admin & Reception seeks job on UAE Visit Visa and immediate availability.

### Work Experience

- EXPERIENCE OF TELE CALLING IN UAE (One and half Year)

Designation: TELE CALLING

COMPANY NAME: YRJ TECHNOLOGY

\*ID's verification.

\*To convincing The Customer for Our Products.

\*Uploads Data Entries.

\*Problems Solving.

\*Active Listening.

- EXPERIENCE OF IMMIGRATION CONSULTANT IN UAE (Four month)

Designation: Sales, Accountant

COMPANY NAME: EMPIRE WORLD IMMIGRATION

\*Responsible for processing visa, Tourist, Business, Minor, Entry and Research visas.

\*Calling the client and informing to send the required documents \*Assisted clients in applying for different types of visas. \*Responded to clients phone calls and email inquiries for visa. \*Prepared clients for interviews.

\*Photocopying, scanning, sending and filing of official documents.

\*Calling the client convincing and Applying the file.

- WESTERN UNION IN PUNJAB, INDIA (One Year)

Designation: CASHIER

\*Mange Transaction With customer using cash registers.

\*Scan Goods and ensure pricing is accurate.

\*Collect Payments whether in cash or credit.

\* Issue recipient, refunds, Change or Tickets.

\*Redeem Stamps and coupons.

- VISHAL MEGA MART IN PUNJAB, INDIA (Two Year)

Designation: SALES GIRL

\*Promote and sels Products/Services using solid arguments to existing prospective customers.

\*Perform Cost-Benefits and needs analysis of Existing/potential customers to meet their needs.

\*Providing customers with information on pricing and product availability.

- WEB DESIGN COMPANY IN PUNJAB, INDIA(one Year)

Designation: OFFICE RECEPTIONIST

\*Meeting And Greeting Clients.

\*Booking Meetings.

\*Arranging couriers.

\*Keeping the reception area tidy.

\*Answering And Forwarding Phone Calls.

\*Screening Phone Calls.

- SK TRADERS IN PUNJAB,INDIA (Two Year)

Designation: OFFICE ASSISTANT

\*Handling Incoming Calls and other Communication.

\*Managing Filing System.

\*Recording Information as Needed.

\*Greeting Client and visitors as needed.

### Reference

Mr. Anup Bhatia  
HR Consultant  
Arabian Job Seeker

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### Qualification

GND UNIVERSITY

- *BCA FROM GURU NANAK UNIVERSITY*

India in 2013-2016

### Skill



Management team work

- Marketing
- Basic Computer Knowledge
- MS Software
- Administration Tele Calling
- Communication Skills
- Active listening
- Negotiation

### Personal Details

Date Of Birth      25/02/1996  
Nationality        Indian  
Martial Status    Single, Hindu  
Visa last Date.    26/02/2024