

## Amandeep Kaur

Contact no. 0564352117

Email: [Amandeep4888@gmail.com](mailto:Amandeep4888@gmail.com)



### Career Objective

A highly motivated and well organised receptionist with two 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. Working well under pressure with the ability to remain calm and focused creates and encourages a positive and trustworthy image for the company as a whole.

### Skills Set

- Strong organizational, administrative and general reception skills
- Good workload and time management
- Excellent telephone manner
- Dedicated and driven and proactive
- Confident communicator
- Strong problem solving ability
- Good communication skills,
- Ability to deal with people diplomatically,
- Quick learner

### Education Qualification

- B.A with 5.22 CGPA from Lovely Professional University
- From 2012-2014
- M.B.A with 5.60 CGPA from Lovely Professional University
- in year 2015-2017

### Working Experience

#### Domino's Pizza – Dubai UAE

04/2019 to till 11/2019

- ❖ Answer Phone Call Orders
- ❖ Take Orders Face to Face
- ❖ Cash Deposit
- ❖ Card Transactions
- ❖ Prepare Food in Timely Matter
- ❖ Greet Customer
- ❖ Open and Closed Shifts

## **Scoular Consultancy Pvt Ltd**

### **Front Desk Receptionist**

05/2017 - 04/2019

#### **Duties:-**

- Receiving incoming calls.
- Take care of front office, receiving visitors and escorting to respective cabins.
- Connecting calls to Manager etc.
- Maintenance of all telephones, Fax lines in good working condition
- Greeting and welcoming guests and providing them with a positive first impression of the organization
- Directing guests and answering their questions
- Notifying other workers of visitor arrival
- Maintaining security and telecommunications systems
- Keeping office secure by following procedures, monitoring logbooks, and issuing visitor badges
- Complying with procedures, rules, and regulations on keeping a safe and clean reception area
- Documenting and communicating various actions, irregularities, and continuing needs
- Contributing to the team by accomplishing tasks as needed

### **Technical Skills**

- Microsoft Office (Word, Excel, Outlook)
- Typing skills (include WPM)
- Use of office equipment (fax machines, copiers, etc)

- Multi-line phone systems

### Certification

- Tally

### Achievements

- Participated in inter- college dance competition
- First price in Writing competition
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### Personal Details

**Father name:** Sr.Ranjeet singh

**Mother name:** Mrs. Dawinder Kaur

**Languages:** English, Punjabi, Hindi

**Passport no** – P5508846

**Date of Birth:** 22/8/1994

**Hobbies:** Internet Surfing, Traveling.

**Address:** Islamabad, Amritsar, Punjab, India