



# THASNEEM



RECEPTIONIST

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 Al Baraha Deira, Dubai, 13131

Nationality: Indian

Passport: V1766309

D.O.B: 16<sup>th</sup> Jan 1983

## EDUCATION

**DR T.M.A PAI COLLEGE OF EDUCATION, UDUPI,  
KARNATAKA, INDIA**

*Bachelors of Education (B. ED)*

**SRI BHUVANENDRA COLLEGE KARKALA,  
KARNATAKA, INDIA**

*Bachelors of Science (B.Sc.)*

**GOVT. PRE-UNIVERSITY COLLEGE BAILUR,  
KARNATAKA, INDIA**

*P.U.C*

**GOVT. HIGH SCHOOL BAILUR, KARNATAKA,  
INDIA**

*Secondary School Leaving Certificate (SSLC)*

## ADDITIONAL SKILLS

*Communication*

*Interpersonal Skills*

*Initiative and Problem Solving abilities*

*Multitasking*

*Prioritization*

*Dependability*

## CERTIFICATIONS

**TALLY ERP 9**

**MS OFFICE SUITE**

## LANGUAGES

*English*

*Hindi*

*Kannada*

## CAREER OBJECTIVE

To work in an organization where I can use my skills, training, experiences and knowledge to deliver value added results as well as further enhance my learning and develop my career in any suitable field.

## EXPERIENCE

### RECEPTIONIST

*Gurukul College (CBSE) Karkala, India: - Dec 2010 - May 2017*

#### **Roles & Responsibilities.**

- To maintain a welcoming environment and appropriate hospitality for visitors
- To ensure that doors in Reception are not wedged open and thus infringing fire regulations
- To be responsible for the answering of the main College switchboard system in a timely manner.
- Responsible for upkeep of both visitors' log and staff/students signing in and out sheets
- Responsible for dealing with queries on the phone and by email
- Managing diaries, scheduling meetings and booking rooms
- Responsible to liaise with other Heads of Learning Centre as necessary
- Responsible to monitor general stock levels and stationery
- Responsible for organization of external post
- Support the Headmaster's PA with report production, collation and issuing
- Maintain & update the school database with changes to contact and other details
- Receive and send e-mails and faxes, and forward appropriately
- Responsible to update the mail franking prices when directed to do so

### FRONT DESK ADMIN

*Little Rock Tutorial Institution, Karkala, India: - May 2004 to April 2007*

#### **Roles & Responsibilities.**

- Greeting visitors at reception
- Preparing, organizing and storing information in paper and digital form
- Dealing with queries on the phone and by email
- Managing diaries, scheduling meetings and booking rooms
- Arranging travel and accommodation
- Ordering office supplies
- Arranging post and deliveries
- Taking minutes at meetings
- Typing up letters and reports
- Updating computer records using a database
- Maintain Office systems
- Liaising with staff in other department
- Handle filing and data entry as requested
- Maintain calendars for the office and your coworkers
- File important documents and keep them well organized