



AMJAD C C

FRONT OFFICE RECEPTIONIST

EXECUTIVE SUMMARY

I am seeking career opportunity where I can demonstrate and enhance my sales and customer interaction skills and other knowledge and contribute positively for the growth of the company along with the potential team members .

CONTACT DETAILS

- Mobile Phone: +971-566043451
- Email Address: amjadcc461@gmail.com

WORK EXPERIENCE

FRONT OFFICE RECEPTIONIST PFA & Co. Chartered Accountants Feb'2021-Sep'2021

Work Location : Kerala , India.Serves visitors by

- Greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

SALES EXECUTIVE OASIS Traders /Jan'2020-Feb'2021

Work Location : Kerala , India.

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Keeping records of customer interactions, transactions, comments, and complaints.

SALES MAN Galaxy Footwares /March'2018-June'2018

Work Location : Kerala , India.

- Meets with customers in a sales environment to drive product sales and knowledge
- Adheres to any and all company policies and procedures
- Makes sales appointments with clients
- Teams with other employees to make sure that products are available and in stores
- Generates new leads by meeting with consumers
- Assembles any and all product displays in a given market

ACADEMIC PROFILE

Diploma In Front Office Operation

Food Craft Institute, Kerala, India
2020

Higher Secondary Education

Kerala, India
2019 'Mar

SSLC

Kerala, India
2017'Mar

PERSONAL SKILL

- Efficient Communication and interpersonal skills .
- Remain calm at all time even during moments of intense customer displeasure .
- Time management and organization.
- Leadership and initiative
- Hardworking and determined
- Adaptability.

LANGUAGES KNOWN

- English : Read - Write - Speak
- Malayalam : Read - Write - Speak
- Hindi : Read - Write - Speak
- Arabic : Read - Write

PERSONAL DETAILS

DOB	: 18-03-2001
Nationality	: Indian
Passport No	: U7156660
Current Location	: Al Qusais, Dubai