

SANGITA M. SAWANT

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Mobile: +9710523807693

Email Add: sangita.sawant@rediffmail.com**Civil Status:** Married

Nationalities: Indian



OBJECTIVE: Obtain a position as a team-player in a people-oriented organization where I can maximize my customer-service experience in a challenging environment to achieve the corporate goals; and a company that offers opportunities to have an active involvement for improvement and realization of life-long goals.

WORK EXPERIENCE:**RECEPTIONIST CUM ADMIN ASSISTANT****BEAM ELECTRICAL & MECHANICAL CONTRACTING L.L.C**

Business Bay, United Arab Emirates

May 2017-Till Date.

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Arranging interviews of short listed candidates by HR
- Making L.P.O.
- Taking care of Scanning, Faxing.
- Checking Emails & forwarding to department vise.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations
- Handling all reception, guest attending, hotel booking, courier and ticketing.
- Making Invoices.
- Maintaining Stationery records & order as per requirement.

RECEPTIONIST CUM STORE SUPERVISOR**SAPNA GENERAL TRADING, LLC**

September 2015 – Till April 2017

Ajman, United Arab Emirates

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Coordinate Sales team by managing schedules, filling important documents and communicating information.
- Efficiently respond to any mail or telephone queries in a calm and friendly manner.
- Schedule activities (including shifts) for the Shop staff according to the shop standards or guidelines.
- Ensure the smooth running of a shop and to attain excellent level of customer satisfaction.
- Attending customer Guiding them for various garment shopping.
- Maintaining Daily petty cash Record & giving everyday report to MD.
- Maintaining Store day to day stock, and keeping proper record.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

FRONT OFFICE EXECUTIVE

May 2013 – November 2014

May 2004 – March 2008

KEWAL KIRAN CLOTHING LTD.

India

FRONT DESK EXECUTIVE

May 2011 – May 2013

- Handling all reception, guest attending, courier, hotel booking, courier and ticketing.

ROTOMAC GLOBAL PVT LTD.,

India

FRONT DESK EXECUTIVE

November 2008 – August 2009

ADMIREPUBLICITY PVT LTD.,

India

RECEPTIONIST CUM ADMIN ASSISTANT

September 2009- July 2010

SADHNA EYE CLINIC

India

FRONT DESK EXECUTIVE

Oct 2001 - Nov 2003

THAKUR GROUP OF COMPANIES

India

COUNTER ASSISTANT

July 1999 - June 2000

- Handling passengers
- Arranging mode of transportation for them

**DEEPA TRAVELS INTERNATIONAL &
DOMESTIC AIRPORT**
India

RECEPTIONIST CUM ADMIN ASSISTANT

August 1995 – July 1999

- Handling incoming calls from dealers, Company staff and customers
- Arranging interviews of short listed candidates by HR
- Arranging conference room for various meetings
- Booking tickets for domestic & international airlines and also arranging reservation in Hotels for outstation clients.

SKAY INVESTMENT PVT LTD
India

EDUCATIONAL ATTAINMENT**Bachelor of Arts in Sociology**

Madurai University
Mumbai, India

Telephone Operator Course

Adort Institute
Mumbai, India

Skills: Computer Literate Basic.

Typing: 40wpm.

Language: English /Hindi /Marathi /Gujrathi.

Passport: N 9129799

REFERENCE

Available upon request.