

MRS. ROSHNA SAMEER NAIK.

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Work Experience

- **Transcon Developer Pvt Ltd.** Reception (Aug 2017 to 10TH Dec 2019),
- **Mahavir Business Technologies Pvt. Ltd.** Reception (2009 to 2012), Service Co-coordinator (2012 to 2017),
- **Enterprise BPO Service Pvt. Ltd.** Reception , Customer Service Representative Intern-HutchProcess - A-1' & ICICI Out-bond Phone Banking Officer & TVR (2005 to 2009)
- **Alphabetics Computer Services Pvt. Ltd.** Reception, (2003 to 2005)

Work Profile: -

Company : Transcon Developers Pvt Ltd (Triumph)

Job Title : Reception

Duration : August 2017 – 10TH DEC 2019

➤ **KEY DUTIES AND RESPONSIBILITIES:**

- Advertised client properties on websites, through social media and in real estate guides.
- Showed properties to potential buyers and other brokers at open houses and by appointment.
- Coordinated appointments to show marketed properties.
- Prepared and organized documents for co - op board interviews.
- Communicated with clients to understand their property needs and preferences.
- Delivered positive, effective sales presentations.
- Oversaw the advertising of properties for web and print media
- Handling the full Agreement Process & follow up with Customer
- Data update in Company Software

Other:-

- Receive new booking information from project in charge. Accept bookings from sales team, prepare file for allotted flat. Co-ordinate with accounts department for update the payment. Provide receipt.
- Prepare allotment letter, cancellation letter, receipts, Send demand, Allotment letters to customers as per work progress. By mail & courier keep track of the same. Document.
- Other Work CRM Document Controller, check collected submit to Account.

Company : Mahavir sys-power pvt ltd. (APC UPS) Job

Title : Reception & Service Coordinator

Duration : 2009 to August 2017 (8 Years)

KEY DUTIES AND RESPONSIBILITIES:

- Greet and welcome guests in person and on phone; answer and direct inquiries to designated department.
- Maintain log books, including sign-in/out logs, front desk expenditures, and calls received.
- Pick up and sort daily incoming correspondence and deliver sorted mail to addressees.
- Maintain executive managers' calendars by planning and scheduling conferences, teleconferences, and travel.
- Develop and utilize effective filing and retrieval systems, and maintain office supplies by placing orders and evaluating new products.
- Manage front office reception area by cleaning and organizing desk and visitor lobby.
- Service Coordinator. Data update (OCR- Software) AMC-Battery & APC – SIB. Juniors Staff Monitoring.
- AMC Service Co-coordinator, SIB Registration, SIB Stock Maintaining,
- Update in Date in Software OCR-AMC-Battery & APC - Sib Register Dealer & Customer,

Objective

To Work in a challenging environment with confidence to enhance leadership Qualities with opportunity for increased responsibility.

EDUCATIONAL QUALIFICATIONAL

EDUCATIONAL QUALIFICATIONAL	Bachelor of Arts (Economics AND Sociology)
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PROFESSIONAL QUALIFICATIONAL

- Computer Knowledge :- Word, Excel,
- Knowledge of Typing : English Typing with B grade 1999

PERSONAL INFORMATION

- Address Al Karama.
- Date of birth 15th may, 1985
- Material status Married
- Nationality Indian
- Visa status Visit visa
- Languages Known English, Hindi, Marathi & Gujarati
- Strengths Innovative & Strong Desire to Grow in Personal Life.

Place:

Mumbai

{Roshna Sameer}