

RADHIKA MOHAN NAIDU

Receptionist

Energetic front office receptionist who can provide efficient organized and friendly secretarial support. Skilled at managing inventory and supplies, Handling phone duties and correspondence.



✉ operationsanalyst2hire@gmail.com

☎ +971 50496824

Core Competencies

Strategic

Scheduling	★★★★★
Phone and email	★★★★★
Customer Service	★★★★★
Inventory and supply	★★★★★
Administrative support	★★★★★
Data Management	★★★★★

Technical

Tally ERP 9	★★★★★
MS Office	★★★★★
Microsoft word	★★★★★
Outlook	★★★★★
PowerPoint	★★★★★
MS Excel	★★★★★

Soft Skills

Communication	★★★★★
Multitasking	★★★★★
Prioritizing	★★★★★
Organisation	★★★★★
Technical skills	★★★★★



Profile Summary

A High-Calibre Professional **having 1.6 years** of experience as Front office receptionist professional who manages front desk of an organisation, play a major administrative task.

Recognized Team Player with confidence needed in providing administrative support across the organisation and wellcome guest and greet people who visit the business.

Responsible for providing all administrative tasks to the highest quality standards, and responsible for customer inquires and questions.

Business Generation: Highly organised and self-motivated with a diplomatic personality and adopt at managing stressful situation at sensitive materials. Capable of answering phone calls guiding visitors and maintaining general office security in accordance with established procedures.



Education

Master's of Business Administration 2015 - 2017



Personal Details

Name	Radhika. M
Date of Birth	12 May 1989
Languages known	Kannada, English, Tamil, Telugu.
Marital Status	Unmarried
Nationality	Indian
Passport Number	U1661810
Passport Expiry	07/11/2029
Visa Type	Visit

Work Experience

▶ **Assistant Accountant NetApp** May 2019 - September 2021

▶ **Key Result Areas:**

- ▶ Handled company correspondence, phones and emails, and responded to customers.
- ▶ Completed scheduling duties and organised phone calls and appointments.
- ▶ Recorded customer financial and shipping information, updated company database, retrieved information and relayed to management.
- ▶ Completed scheduling duties including client appointments, conference calls and responding to emails.
- ▶ Provided customer service and support, responded to customer inquiries and questions, resolved customer problems.
- ▶ Receiving visitors at the front desk by greeting, welcome and directing and announcing them appropriately.
- ▶ Answering screening and forwarding incoming calls.
- ▶ Receiving and solving daily calls.
- ▶ Order front office supplies and keep inventory stock.
- ▶ Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- ▶ Provide basic and accurate information in-person and via phone/email.
- ▶ Keep updated records of office expenses and costs