

# CURRICULUM VITAE



## **Ajit Talwar**

Dubai, United Arab Emirates

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### **OBJECTIVE:**

Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance past working with TCS Company & Neurosurgeon Clinic

### **WORK EXPERIENCE:**

## **8 Years of Professional Experience**

### **Front Desk Executive**

Connix LTD. DUBAI 2020 OCT TILL DATE

#### **Duties & Responsibilities**

1. Serve visitors by greeting, welcoming, directing and announcing them appropriately.
2. Attending International & local Phone calls.
3. Making monthly reports in excel sheet and maintain in Register as well.
4. Resolving online tickets on daily basis.
5. Receive and sort daily mail/deliveries/couriers.
6. Good Communication Skills.
7. Making quotations, sort out invoice, LPO.

### **Relevant Skills:**

#### **Electronic Data Processing Knowledge:**

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Extra ordinary skills in creating power point presentations.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills.
- ✓ Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Good Communication Skills.

### **Admin cum Front Desk Executive:**

Tata Consultancy services 2018-2020

#### **Duties & Responsibilities**

- ✓ 1 Serve visitors by greeting, welcoming, directing and announcing them appropriately.
- ✓ 2 Attending International & local Phone calls.
- ✓ 3 Making monthly reports in excel sheet and maintain in Register as well.
- ✓ 4 Resolving online tickets on daily basis.
- ✓ 5 Receive and sort daily mail/deliveries/couriers

- ✓ 6 Assisting the HR team in Joining and exit formalities.
- ✓ 7 Vendor Management, Inventory Management.

## **Front Desk Executive:**

**Brian & Spine Specialist, Clinic**

***Pune, India 2013-2018***

## **Duties & Responsibilities**

- ✓ Serves patients by greeting and helping them, scheduling appointments, And maintaining records and accounts.
- ✓ Welcomes patients and visitors in person or on the telephone, And answering or referring inquiries
- ✓ Collecting payment/Attending phone calls, entering all demographic information into the electronic health record.

### **Relevant Skills:**

#### **Electronic Data Processing Knowledge:**

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Extra ordinary skills in creating power point presentations.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills.
- ✓ Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Multi-Tasking, Customer service, Time management, telephone skills.

## **EDUCATIONAL BACKGROUND:**

### **Mission Boys School**

Secondary Education

***Pune, India,***

June 2010-March 2011

### **Netaji High School**

Higher Secondary Education

***Pune, India,***

June 2011-February 2012

### **Relevant Qualifications:**

#### **Languages:**

- ✓ English: Fluent in speaking and writing
- ✓ Marathi: Mother language

## **PERSONAL INFORMATION:**

Full Name: Ajit Talwar

Nationality: Indian

Marital Status: Single

Date of Birth: March 25,1991,

Place of Birth: Pune, India

Passport No: L7849990