

Curriculum vitae

PERSONAL DETAILS:

Name	:	AMRUTHA SANTHOSH
Mobile No	:	+971 56 448 2498
Nationality	:	Indian
Marital Status	:	Married
Gender	:	Female
Date of Birth	:	12-03-2000
Email	:	amruthanandhu9909@gmail.com
Visa	:	Visit Visa



POSITION: RECEPTIONIST/ADMINISTRATION

CAREER OBJECTIVE

Well presented with exceptional Reception skills, and the ability to provide an effective customer service and switchboard service. Experienced in working under pressure in a quick fast paced moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner. Able to be an integral member of an administrative and clerical team, and can follow instructions and also have a willingness to learn. Currently looking for a suitable Receptionist position with a progressive company.

PROFESSIONAL SUMMARY

Adaptable Receptionist with experience in a variety of industries and a history of success in providing exceptional customer service. Experience in managing all facts of front office administration, including handling multi-line phone systems, managing schedules, and maintaining reception and waiting areas. Hands-on skills in using applications such as MS Office to facilitate daily office operations.

EDUCATIONAL BACKGROUND

✓ Bachelors of Business Administration

WORKING EXPERIENCE

COMPANY: CA ON WEB (channel partner of alibaba.com)
POSITION: Marketing Executive 1 YEAR

DUTIES AND RESPONSIBILITIES

- ✓ Answering visitor's enquiries about the company and its products or services.
- ✓ Carry out reservations
- ✓ Greeting business visitors that come to the company.
- ✓ Directing visitors to their destinations.
- ✓ Answering incoming and outgoing mails.
- ✓ Guiding and solving queries of customers.
- ✓ Performing a variety of clerical tasks.
- ✓ Maintain good housekeeping and hygiene

LANGUAGES

- ✓ English
- ✓ Tamil
- ✓ Hindi

STRENGTH

- ✓ Ability to work in a team to accomplish a common goal
- ✓ Can accomplish multiple task and mission timely under minimum supervision
- ✓ Self-motivated and committed to meet deadlines of work
- ✓ High level of versatility and adaptability

KEY SKILLS

- ✓ Microsoft Office
- ✓ Customer care skills
- ✓ Adaptability
- ✓ Leadership
- ✓ Teamwork
- ✓ Problem-solving
- ✓ Collaboration
- ✓ Time management
- ✓ Communication skills

HOBBIES:

- ✓ Reading
- ✓ Traveling
- ✓ Music

Declaration:

I hereby declare that the information is true to the best of my knowledge and belief and nothing has been concealed or distorted.

AMRUTHA SANTHOSH