

# Lekshmi Ajith

## Receptionist

[lakshmi6939\\_mrt@indeedemail.com](mailto:lakshmi6939_mrt@indeedemail.com)

0581433737

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LEKSHMI SNIGDHA AJITH  
Front Office Administrator  
Mobile no: 0581433737  
U.A.E Driving License  
Residence Visa  
Lakshmiajith13@gmail.com

Mussafah, Abu Dhabi

Greeted, assisted and directed guests, workers, visitors and the general public.

2. Answered all incoming calls and handled caller's inquiries 3. Serves as technical resource by participating in staff training; answering questions of other professionals; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

4. Provided office support services so as to ensure efficiency.

5. Maintained a sufficient record of office supplies.

6. Provided administrative services to the office manager and assisting to prepare clinical practise guidelines and policies.

7. Provided word-processing and clerical support.

8. Directed employees, guests and general public to the right staff member.

9. Received, directed and passed on telephone fax messages.

10. Contributes to a safe and secure environment for patients, visitors, physicians and co-workers by following established standards and procedures; complying with legal regulations.

11. Maintains patient confidence by keeping laboratory information confidential.

12. Serves and protects the hospital community by adhering to professional standards, hospital policies and procedures, federal, state, and local requirements.

13. Enhances laboratory services and hospital reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishment

Willing to relocate: Anywhere

## Work Experience

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### Receptionist

Enterprise Type - Abu Dhabi

January 2018 to January 2019

Duration: January 2018 - January 2019

**Receptionist cum Secretary**

Enterprise Type - Abu Dhabi

May 2017 to January 2018

Duration: May 2017 - January 2018

## Education

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**B.COM**

Highline Institute - Abu Dhabi

**SSLC**

Abu Dhabi Indian School - Abu Dhabi

March 2015

## Skills

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Problem Solving (Less than 1 year), Time Management (Less than 1 year)

## Additional Information

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**Professional Skills**

- Effective Communication
- Time Management
- Problem Solving
- Decision making
- Motivation
- Flexible
- Hard working
- Team Work
- Adaptability