



# SUSHMITHA A.S

Receptionist



+971-555470487



sushsushmitha187@gmail.com



Dubai - UAE

## PERSONAL DETAILS

Nationality : Indian  
Gender : Female  
Marital Status : Single  
Date of Birth : 10/04/2002  
Passport No. : B8494944  
Expiry Date : 07/12/2033  
Visa Status : Visit Visa

## LANGUAGE

- English
- Hindi
- Kannada
- Tamil

## SKILLS

- MS Office
- Communication
- Hard work
- Customer Service
- Problem solving
- Organization
- Time management
- Multitasking
- Attention to Detail

## HOBBIES

- Gardening and listening to music

## SUMMARY

Seeking a challenging position in a reputable and progressive company, where I can invest all my professional expertise, qualification and valuable experience to the optimum level to facilitate mutual growth for both the organization and career.

## EDUCATION

- **S.S.L.C Completed** in **ST MICHEAL'S HIGH SCHOOL** - MADIKERI.
- **Pre University College Completed** in **ST MICHEAL'S PU COLLAGE** - MADIKERI.
- **BCOM (Bachelor of Commerce in General)** Completed in **MARSHAL K M CARIAPPA COLLAGE(MANGALORE UNIVERSITY)**.
- Basic Tally with GST in Computer MICE - India.

## WORK EXPERIENCE

### Receptionist (09/2022 - 11/2023)

Experienced in front desk working and co-ordination of front call out for technician. - INDIA

- Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Announcing clients as necessary.
- Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, taking notes, and making travel plans.
- Preparing meeting and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Hiring, managing, and developing the junior administrative team.
- Provide excellent customer service.
- Scheduling appointments.

## DECLARATION

I Hope my experience & professional skills may be an asset for your organization, now I seek personal Interview With you to the same.

Sushmitha a.s