Soya Singh
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samjj\*\*@soyro.com

**Secretary Receptionist**

**Objective**

To be a Secretary receptionist at an organization where my skills and experience will used and the rigorous responsibilities that comes with the job will instigate me to perform better.

**Career Summary**

-More than 2 years of answering calls efficiently in absence of concerned person
-Experience of holding a place of receptionist at International Call Centre
-Technical sound knowledge of modern computer applications
-Warm and friendly behavior which proves to be an asset in receiving and greeting visitors from outside
-Won Most Well Behaved Employee Award In my last company RGTHY International

**Skills**

-Strong Public relations skills
-Ability to deliver relevant and true information about company ongoing activities as per privacy norms
-Demonstrated proficiency in composing written communications
-Excellent Interpersonal skills to behave in a best possible ways with the visitors in the company
-Proficient in the use of Microsoft Windows and Office software, a calculator and a copier

**Personality Traits**

-Persuasive & Team leader
-Warm, friendly and engaging personality
-Outstanding loyalty and commitment to the customers
-Ability to work hard and smart
-Ability to work for late hours with full efficiency

**Employment/Training History**

-Receptionist (2017) DAMBI MHR Outsourcing Inc.
-In charge of making invoices along with solving queries of visitors
-In charge of escorting dignitaries to the cabin of Chairman or Board/Guest Rooms
-Exceptional MIS (Management of Information Systems Skills)
-Responsible for diligently solving queries of visitors to the organization

**Extracurricular**

-Captain of College Women Cricket Team
-Head Girl of University for whole academic Session
-Lead college in various Inter School Debate Competitions and won prizes.
-Actively volunteered in seminars and fests organized in college and came out with flying colors.

**Qualifications**

-HSC (Science Stream) - 2013 (EFGH Board, New Delhi) - 91%
-SSC (PCM, English) - 2015 (EFGH Board, New Delhi) - 87%
-HM - 2016, ASDF University of Management - 67%

**Personal Details**

Date of Birth: DD/MM/YYYY
Languages Known: Hindi, English, and German
Permanent Address: QWERTYUIOP