OPQR Yama
Mobile No: 9XXXXXXXXX
Email:XXX-x@gmail.com

**Career Objective**

-As a receptionist, serve as the face of company and perform the entire task regarding documentation, telephonic calls and distribution of mails for effective administrative work of the
company.

**Technical skills**

-MS Office
-Tally
-Spreadsheet

**Personality Traits**

-Punctual and reliable
-Pleasant personality
-Cheerful

**Key Responsibilities**

-Maintaining the official records of the company.
-Responsible for greeting the business’s visitors.
-Responsible for answering all the incoming calls and routes them to their appropriate recipient.
-Responsible for handling telephonic system, scanner, printer and distribution of mails.
-Responsible for creating and maintaining spreadsheets, word documents and entering the data into a customer relation database.

**Professional Qualification**

-Completed HM from ABC University and secured 71%.

**Academic Qualification**

-Successfully completed Secondary Examination, XYZ Board, securing 66%.
-Successfully completed Sr. Secondary Examination, XYZ Board, securing 69%.

**Personal Details**

Date of Birth- 75th July, 19XX
Address- XASD