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