

Amrik Singh

Receptionist resume

KNOWLEDGE OF

Greeting visitors professionally

Screening phone calls

Multi-tasking

Distributing post

Administrative tasks

Office safety procedures

Customer service

Secretarial duties

CAREER OBJECTIVE

A well presented, articulate and sociable young person who is suited to being in any front line role where he has to be an ambassador for a company. Amrik fully understands that as a receptionist he will be the eyes and ears of a business, and has to be a buffer for other people in the office. He is skilled in administrative duties and is fully IT literate, he can create spreadsheets and accurately enter data in to a customer relations database. Right now he is looking for a suitable position with an exciting and ambitious company.

ACADEMIC QUALIFICATIONS

| | |
|-------------------------------------|--------------------|
| Coventry North College | 2011 - 2012 |
| Diploma in Hospitality Management | Pass |
| Birmingham South High School | 2008 - 2011 |
| Maths | Pass |
| English | Pass |
| Geography | Pass |
| Physics | Pass |

PERSONAL SKILLS

Friendly & helpful

Adaptable

Well mannered

Smart appearance

Articulate

High energy levels

Tactful

Interpersonal skills

Efficient

RECEPTIONIST SKILLS ACQUIRED WHILST STUDYING

- Dealing with high profile, demanding or difficult visitors.
- Receiving and meeting visitors in a professional manner.
- Signing people in and checking their identity.
- Handling enquiries efficiently.
- Organising travel arrangements for staff.
- Answering and forwarding phone calls.
- Keeping the reception area tidy.
- Issuing visitor passes.
- Ability to listen carefully and quickly understand a person's requirements.
- Directing visitors to where they want to go.

KEY COMPETENCIES

- Making a good and memorable first impression that people will remember.
- Reliable and punctual, always turn up to work on time.
- Able to stay calm and collected under pressure.
- Having a good memory for faces, able to remember regulars.
- Comfortable using computers and office equipment.

SELECTED ACHIEVEMENTS

NVQ/SVQ in Customer Service, Levels 1 – 4
Fluent speaker of French, Spanish and German.
Advanced First Aid Certificate.

HOBBIES & INTERESTS

Amerik enjoys meeting people and making new friends. In his spare time he is a budding DJ and regularly helps to organise music events. He is also a keen animal lover and is a volunteer with a local animal welfare charity where he works on the front desk answering enquiries and taking donations.

REFERENCES – Available on request.

PERSONAL DETAILS

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