



AKASH GULLANKI

RECEPTIONIST/STOREKEEPER

Objective

Dedicated and professional Receptionist with 1 year of experience at Reliance Supermarket, India. Proven ability to handle front desk responsibilities, customer inquiries, and administrative tasks with efficiency and a smile. Seeking a front desk or customer service position where I can contribute to a team-oriented environment and deliver excellent service.

Work Experience



RECEPTIONIST

RELIANCE SUPERMARKET, INDIA | 1 YEAR

- Welcomed and greeted all visitors and customers in a professional and friendly manner.
- Answered incoming phone calls and directed them to the appropriate departments.
- Maintained front desk security and monitored visitor logbooks and ID badges.
- Handled customer inquiries, complaints, and provided relevant information.
- Scheduled appointments, managed daily calendars, and coordinated meetings.
- Processed payments and issued receipts using the POS system.
- Performed clerical duties such as filing, scanning, and photocopying documents.
- Managed inventory of office supplies and placed orders when necessary.
- Assisted with general administrative support and coordination with other departments.

Declaration

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Contact

☎ +971 527308445

✉ bannugullanki@gmail.com

📍 Dubai -UAE

Skills

- Excellent verbal and written communication
- Strong customer service and interpersonal skills
- Time management and multitasking
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Knowledge of POS systems
- Professional appearance and demeanor

Educational Background

High school completed
intermediate pass certificate

Personal Details

- Nationality India
- Gender Male
- Date Of Birth 01/02/2004
- Language English, Hindi
- Visa Status Visit Visa
- Passport No Y6222768
- Exp Date 21/06/2033