



# ANSIDA.P

📍 DUBAI, United Arab Emirates

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## CORE QUALIFICATIONS

- Computer Knowledge
- Basic Knowledge in
- MS Office
- Tally
- Skills and Abilities
- Very good communication & interpersonal skills
- Good typing skill in English and Malayalam
- Proactive and Professional attitude
- Ability to quickly and develop new products skills independently
- Energetic self-starter who is decisive under stressful conditions
- Project and Seminar
- Reception admin
- Reception email management
- Hospitality reception management

## PROFESSIONAL SUMMARY

Carrier Objectives Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof Versatile Receptionist bringing valuable experience in administrative roles for healthcare-related organizations. Possesses uncompromising work ethic and excellent understanding of task prioritization. Takes on multiple simultaneous tasks with outstanding time-management, organizational abilities and resourceful approach.

## EXPERIENCE

April 2021 - Current

**Reception & Auditing Assistant Aster Mother Hospital | Areecode ,. Malappuram, Kerala, INDIA**

- Maintained clean and orderly reception area to impress and welcome visitors.
- Delivered polite, professional customer service to enhance business reputation through positive first impressions.
- Processed and distributed incoming correspondence to relevant staff, facilitating team communication.
- Organized and updated weekly schedules and monthly calendar obligations for various levels of management and junior staff.
- Filed and maintained invoices, customer records and other paperwork to facilitate ease of retrieval.
- Collaborated effectively with customers and staff to maintain smooth-running company operations.
- Captured and processed client information, entering data into online systems for wider company use.
- Answered and directed incoming calls to relevant staff members using multi-line telephone system.
- Welcomed guests and clients in friendly, positive manner.
- Booked conference rooms and meeting spaces, coordinating supplies and catering for company events.
- Handled incoming telephone calls, taking accurate messages and relaying to personnel to support timely communication.
- Handled database updates and digital file management aligned with data security and integrity requirements.

## EDUCATION

2021

**PG - M. Com** | Finance  
Calicut University

2019

**B. Com** | Computer Application  
Calicut University

2016

**Plus Two Commerce**

2014

**SSLC**

State Council of Educational Research and Training (SCERT)

### Project

"A study on people perception about online banking to Muthuvallur Panchayath" Project - "A study on customer perception towards Direct Benefit Transfer of Liquid Petroleum Gas Scheme to Kondotty Municipality" National Seminar on "Resolving and managing systematic banking crisis"

Declaration I hereby declare that the information furnished above is true to the best of my knowledge and belief.

## LANGUAGES

**Malayalam,**

**English,**

**Hindi,**