



ANSIDA.P

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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,