Anusha Chalil Manojkumar

Receptionist

"Experienced receptionist with a diploma in computer engineering, seeking to utilize my technical knowledge and strong interpersonal skills in a dynamic office environment. Proven ability to manage front desk operations efficiently, provide excellent customer service, and support administrative functions. Looking to contribute to professional team by ensuring smooth daily operations and positive experience for all visitors and clients."

✉ anushaammu15@gmail.com

📱 +971 547125204

📍 Abu Dhabi, United Arab Emirates

in linkedin.com/in/anusha-chekku-6ba424319

WORK EXPERIENCE

Receptionist
Orion Security Services, Abu Dhabi

03/2022 - 04/2024

Achievements/Tasks

- Improved client satisfaction
- Streamlined appointment scheduling
- Managed high call volume
- Enhanced office organization
- Trained new staff
- Implemented visitor tracking system

Billing staff
Devi Trade Link Hindustan Unilever Company, India

01/2019 - 02/2022

Achievements/Tasks

- Invoice generation
- Payment processing
- Client inquiries
- Billing reports
- System updates
- Team collaboration

EDUCATION

Diploma in Engineering
NTTF, India

05/2010 - 06/2013

Courses

- Computer engineering

Higher Secondary Education
India, Kannur

DECLARATION

I here by declare that all the statement given above are true and correct to the best of my knowledge.

ANUSHA CHALIL MANOJKUMAR

SKILLS

Communication skills   Customer service

Multi tasking   Time management

Problem solving   Organization skill

Proficient in using office software   Attention to Detail

Professionalism   Adaptability   Microsoft Word

Microsoft Excel   Power point   Unilever Lever Edge

PERSONAL DETAILS

Passport No :V2210159 Date of Issue :06-09-2021 Date of Expiry :05-09-2031 Visa Status : Visit visa

Nationality :India Date of Birth :08/04/1993 Gender :Female Marital Status :Married

LANGUAGES

English
Full Professional Proficiency

Tamil
Full Professional Proficiency

Malayalam
Native or Bilingual Proficiency

Hindi
Professional Working Proficiency