



Himanshi

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Khan Saheb building flat no 02 industrial area 1 Sharjah

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

July
2017 - 10
March
2023

- **Position : Receptionist / Admin assistant**

Delhi airport parking service pvt ltd

- Greet clients and visitors
- Maintaining office supplies
- Taking and directing calls
- Answer and direct phone calls
- Booking of meeting rooms
- Booking travel arrangements
- Scheduling meetings for employees
- Manage electronic calendars
- Sorting and distributing mail
- Answer phones and take messages
- Keep detailed meeting notes
- Maintains reception area
- Manage mail correspondence
- Providing customer support
- Answer and route incoming calls appropriately
- Greet all office guests
- Handling miscellaneous data entry
- Light clerical duties as needed
- Organizing schedules
- Respond to emails
- Assist with invoicing

Apr 2023
- July
2023

- **CSE (customer service executive)**

Go Air

- Greet the passengers.
- Communicate with passengers in a courteous manner.
- help passengers with self-serve or assisted check in procedures.
- Deal with passenger flight queries.
- Verify travel documents and provide boarding passes tell passengers about

luggage restrictions.

- Recognise the customer's needs and situations.
-

10/07/2023

-

31/11/2023

- **Cashier**

Delhi duty free shop

- Resolve customer complaints
- Greeting customers
- Processes return transactions
- Answering customer questions
- Ensuring clean workspaces
- Issue refunds and credits
- Discounts purchases by redeeming coupons
- Issue receipts to customers
- Bag purchases
- Checking stock and refilling shelves
- Keep reports of transactions
- Maintain clean and tidy checkout areas
- Preparing reports for every cash register
- Processing payments
- Redeem stamps and coupons
- Customer service
- Assisting customers with purchasing items
- Compute and record totals of transactions
- Follow food safety and sanitation guidelines
- Maintain accurate count of cash receipts
- Provides pricing information to customers
- Bagging purchases
- Collecting payment
- Ensure customer satisfaction

EDUCATION

2015

- **10th**
CBSE BOARD

2017

- **12th**
CBSE BOARD

2022

- **B.A**
Delhi university (Sol)
Final year pursuing

SKILLS

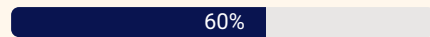
Quick in problem solving.

80%

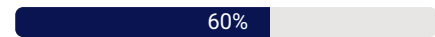
Consistence in the work flow.

80%

MS- Office (MS- Word, MS- Excel)



Internet



LANGUAGES

- English
- Hindi

PERSONAL DETAILS

- Date of Birth : 27/02/1999
- Marital Status : Married
- Nationality : Indian
- Religion : Hindu
- Gender : Female
- Place : Dubai