

# DEEKSHITHA JEEVAN S

## FRONT OFFICE EXECUTIVE

Dedicated Front Office Executive with a proven track record of efficiently managing reception and administrative duties in educational settings. Experienced in greeting visitors, handling inquiries, and coordinating office activities to ensure smooth operations. Skilled in providing excellent customer service, resolving issues promptly, and maintaining a professional demeanor under pressure. Proficient in office management software and systems, adept at organizing schedules and managing front desk operations. Committed to delivering exceptional support to staff, students, and parents while upholding the highest standards of hospitality and efficiency.

### PERSONAL DETAILS

Mobile : + 971566463812  
Email ID : deekshakulal7411@gmail.com

Address : Abudhabi UAE  
Nationality : Indian

### ACADEMIC CREDENTIALS

**2018 BACHELOR OF COMMERCE**  
Mangalore University

**2015 PRE-UNIVERSITY COURSE**  
Department of Pre-university  
Education Board

**2013 SSLC**  
Karnataka Board

### COMPUTER SKILLS

- MS Word, Excel
- Presentations
- Slideshows
- Google Drive
- Writing Skills
- Spreadsheets
- Social Media Advanced
- Computer Skills Graphics
- Software Skill

### LANGUAGES KNOWN

- English
- Hindi
- Kannada

### KEY SKILLS

- Account updating
- Transaction processing
- Upselling skills
- Ability to Work in a Team
- Cash Handling
- Database Management
- Interpersonal Skills
- Reception Management
- Telephone Handling
- Appointment Scheduling
- Customer Service
- Office Administration
- Record Keeping
- Customer Relationship Development
- Time Management
- Communication Skills
- Adaptability
- Computer Skills
- Creativity
- Problem Solving

### EXPERIENCES

#### ❖ FRONT OFFICE EXECUTIVE

July 2018 to June 2024

**BARAKAH INTERNATIONAL SCHOOL AND COLLEGE ADYAR MANGLORE**

#### Key Responsibilities

- Greet visitors, parents and prospective students warmly and professionally.
- Provide administrative support to the school administration and staff.
- Assist students and parents with inquiries related to admissions, fees schedules, and academic information.
- Coordinate with various departments within the school to ensure smooth operations.
- Maintain and update school records, databases, and information systems.
- Prepare and distribute school announcements, newsletters, and other communications.
- Monitor access control and ensure the safety and security of students, staff, and visitors.
- Communicate effectively with parents regarding school activities, events, and student progress.
- Helping to maintain the school files with admin department.
- Performing typical clerical activities such as copying scanning documents & helping in arrangements of audit & filing documents.
- Any other task assigned by supervisors and managers.

**DEEKSHITHA JEEVAN S**