

# Mandeep Singh

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## SUMMARY

To be part of progressive company in which I can contribute my knowledge and skills with the company while experiencing the work environment and be able to apply those skills in a professional organization will be a great advantage in my career.

## EXPERIENCE

### Front Desk Receptionist

May 2023 - May 2024

East Coast Services LLC, Dubai

- Welcome visitors, clients and customers to the office.
- Respond to incoming phone calls, messages and transfer calls to the appropriate person.
- Handle incoming and outgoing mails and packages.
- Keep the front desk area clean, organized and tidy.
- Assist guests with directions to the office or other areas.

### Front Desk Receptionist

Apr 2022 - Apr 2023

Water Edge Real Estate, Dubai

- Update calendars and schedule meetings.
- Arrange and prepare vouchers.
- Keep updated records of office expenses and costs.
- Perform clerical duties such as filing, photocopying and scanning.

### Front Desk Receptionist

Feb 2020 - Mar 2022

Patriot Real Estate, Dubai

- Receive, sort and distribute daily mails and deliveries.
- Order front office supplies and keep inventory of stock.
- Scheduling appointments.
- Maintaining visitor logs.

## EDUCATION

### Senior Secondary

Mar 2016 - Apr 2017

Nankana Sahib SBS Senior Secondary School, Amritsar

### Matriculation

Mar 2014 - Apr 2015

Nankana Sahib SBS Senior Secondary School, Amritsar

## SKILLS

Communication, Organization, Multitasking , Technical, MS Office

## LANGUAGES

English, Hindi, Punjabi (Native), Arabic (Basic)