



# Manisha

Administration, Office support  
and Customer service

## Contact

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AL Khalidiyah, Abu Dhabi

## About Me

Motivated and detail-oriented graduate with a Bachelor of Arts from Delhi University, seeking an entry-level position in administration, office support, or customer service. Eager to contribute positively to team operations and enhance organizational efficiency with strong interpersonal and basic computer skills.

## Skills

- Basic computer knowledge (MS Word, Excel, Internet browsing)
- Strong communication skills
- Office desk operations & customer service understanding
- Language: Hindi (Native), English (Basic)
- Organized and reliable

## Education

- Bachelor of Arts  
Delhi University 2021 - 2023
- 12th High School  
Rajasthan Board 2018-2018

## Experience

### Front Desk Receptionist Kumawat Dheeraj and Associates

2024-2025

- Welcomed and greeted clients and visitors warmly, ensuring a positive first impression.
- Answered and managed multi-line telephone systems, directing calls professionally to relevant departments.
- Scheduled and coordinated appointments and meetings for the accounting team.
- Maintained and updated client records and files, ensuring confidentiality and accuracy.
- Assisted in preparing basic documents such as invoices, payment receipts, and client correspondence.
- Performed data entry tasks using MS Excel and supported accountants with basic bookkeeping activities.
- Managed office supplies inventory and placed orders as required to ensure smooth office operations.
- Supported the team with scanning, photocopying, and organizing audit and tax filing documents.
- Maintained cleanliness and orderliness of the reception area.
- Assisted in coordinating courier services for sending and receiving important documents.
- Developed excellent interpersonal skills through regular client interactions and teamwork with staff.
- Learned to handle confidential financial information with discretion and professionalism.

## Interests

- Office management and support
- Front desk reception and assistance
- Administrative coordination
- Customer service and client communication