



NEETHU C

Detail-oriented and customer-focused Front Office Receptionist with three years of proven experience in managing front desk operations, providing exceptional customer service, and handling cash transactions. Proficient in greeting visitors, answering inquiries, and directing calls to appropriate personnel. Skilled in managing multi-line phone systems and coordinating appointments and meetings. Adept at maintaining a clean and organized reception area to create a positive first impression. Possesses strong cash handling abilities, accurately processing transactions and reconciling cash drawers.

PERSONAL DETAILS

Mobile No: +971-0547791718

Email ID: neethujinesh1993@gmail.com

Address : Rashidiya, UAE
Nationality : Indian
D.O.B : 28TH May 1993
Marital Status : Married

ACADEMIC CREDENTIALS

2014	BSC Mathematics Calicut University
2011	Higher Secondary Higher Secondary Board Kerala
2009	SSLC Public Exam Board Kerala

COMPUTER PROFICIENCY

- MS Office
- MS Word
- Power Point

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

KEY SKILLS

- Office Operations
- Analytical Skill
- Documentation
- Payment Processing
- Front Office Operations
- Customer Service
- Reception Duties
- Cash Handling
- Organizational Skills
- Communication Skills
- Interpersonal Skills
- Attention to Detail

EXPERIENCES

❖ FRONT OFFICE RECEPTIONIST PG ACADEMY, KERALA

2016 – 2019

KEY RESPONSIBILITIES

- Greet visitors and provide a warm welcome to all individuals entering the premises.
- Manage incoming calls and route them to the appropriate personnel or department.
- Handle inquiries from students, parents, and staff regarding various academic programs, admissions, schedules, and other related matters.
- Maintain a clean and organized front desk area, ensuring it presents a professional and inviting atmosphere.
- Register new students, collect necessary documentation, and assist with the enrollment process.
- Coordinate appointments and meetings for faculty, staff, and management, and manage the scheduling of conference rooms or other facilities as needed.
- Assist in maintaining student records, including attendance records, academic performance reports, and other administrative documents.
- Process incoming and outgoing mail and packages, distributing them to the appropriate recipients.
- Assist in administrative tasks such as photocopying, filing, data entry, and preparing documents or reports as requested.
- Provide general administrative support to the administrative team and assist with special projects or events as assigned.