PREETY KHANNA

Contact

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SHARJAH,UAE.

Personal Details

Gender : Female
Date of birth : 12-Jan-1987
Nationality : Indian
Visa Status : Husband vias

Skills

- Customer Service
- Problem-Solving
- Multitasking
- Time Management
- Communications
- Teamwork
- Quality Assurance
- Customer Interaction

Education

- High school - 2002
- Higher Secondary School-2004
- B.com Graduation-2008

Technical Qualification

- Basic knowledge of Computer
- Diploma in Travel & Tourism from YWCA OF DELHI (2009).

Language

- Hindi 100%
- English 92%
- Punjabi 100%

About Me

To obtain a responsible, challenging and rewarding position within a company that allows me to learn new technologies and skills, while utilizing my previous experiences, performing beyond my recent abilities, building a strong business relationship within the company/respective clients; exceeding expectations, adding value and contribution to the company's success.

Experience

COMPUTER OPERATOR / RECEPTIONIST IN SUPER DIAGNOSTIC CENTRE

IN WEST PATEL NAGAR NEW DELHI- 2020 TO 2024 JAN

- Setting up computers and other hardware devices.
- Meeting with the IT team to determine the sequence of operations.
- Starting operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper, and adjusting equipment settings.
- Troubleshooting equipment malfunctions and software errors.
- Responding to user requests and problems.
- Performing preventative maintenance.
- Maintaining supply inventory.
- Greeting Visitors: Welcome visitors to the organization in a friendly and professional manner. Direct them to the appropriate person or department and ensure their needs are met promptly.
- Answering and Directing Calls: Manage incoming phone calls, route them to the appropriate person or department, take messages, and provide basic information to callers as needed.
- Handling Correspondence: Receive, sort, and distribute incoming mail, packages, and deliveries. Prepare outgoing mail and packages, including arranging for courier services as necessary.
- Scheduling: Manage the organization's appointment calendar, schedule meetings, conferences, and appointments for staff members, and coordinate conference room bookings.
- Maintaining Reception Area: Ensure the reception area is clean, organized, and presentable at all times. Monitor and replenish office supplies such as stationery, brochures, and refreshments.

ASSISTANT PURCHASE EXECUTIVE

IN BELHOUL EUROPEAN HOSPITAL IN DUBAI (UAE)- 2012 TO 2018

- Maintains inventory records by adding or deleting items as they are issued or received verifies, updated and reconciles inventory information.
- Preparing GRN (Goods Received Note) & updating the same in accounting / Inventory system on daily basis.
- Forwarding SRV'S to finance dept. regularly with receipt acknowledgement.
- Following with the suppliers for receipt of the materials.
- Making IP Bill on daily basis.
- Assistances senioras and when required in the discharge of his functions.
- Monitoring purchasing of materials, supply equipment by developing purchase policies and
- Providing material management control information by collecting, analyzing, and summarizing data and trends.

Experience

COMPUTER OPERATOR

IN SUPERDIAGNOSTIC CENTRE IN WEST PATEL NAGAR NEW DELHI- 2008 TO 2012

- Assume the responsibility of receiving and sorting incoming payments with attention to credibility
- Manage the status of accounts and balances and identify inconsistencies
- Issue and post bills, receipts and invoices
- Check the validity of debit accounts
- Update accounts receivable database with new accounts or missed payments
- Ensure all clients remain informed on their outstanding debts and deadlines
- Provide solutions to any relative problems of clients
- Write thorough report son billing activity with clear and reliable data
- Input commands from computer terminal and oversee that operations are carried out without error
- Maintain a calendar detailing work order to ensure that all tasks can be completed on time
- Data Entry: Accurately inputting, updating, and maintaining data in computer systems or databases.
- System Monitoring: Monitoring computer systems for errors, issues, or unusual activities and reporting them to the appropriate personnel.
- Routine Maintenance: Performing routine maintenance tasks on computer equipment, such as updating software, troubleshooting hardware issues, and ensuring systems are operational.
- Document Processing: Processing documents, forms, and records in digital formats as per organizational requirements.
- Backup Management: Managing data backups to ensure data integrity and availability in case of system failures or emergencies.
- Assisting Users: Providing basic technical support to end-users for software applications and basic troubleshooting.