

SRUTHY PARAMESWARAN

ASST ADMIN/ RECEPTIONIST

Productive, dynamic, result and solution-oriented employee with over 2 years of meaningful experience and functional knowledge in the Fields of Hospitality and Administration. Proficient in using various Office applications and Accounting. Organized, dedicated accountable, proactive, and strong customer focus.



✉ sruthyt9988@gmail.com

☎ +971 545280791,

📍 DUBAI, UAE

📅 02 May, 1996

EXPREIENCE

ASST ADMIN/ RECEPTIONIST PK DAS HOSPITAL

02/2018 - 03/2020,

Achievements/Tasks

- Greet and welcome guests as soon as they arrive at the office.
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort and distribute daily mail/deliveries.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).
- Order front office supplies and keep inventory of stock .
- Update calendars and schedule meetings.
- Keep updated records of office expenses and costs.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing.

EDUCATION

• MBA Finance Bharathiar University

06/2016 - 03/2018,

• B.Com University of Calicut

06/2013 - 03/2016,

CORE QUALIFICATIONS

Department coordination

Tally

Call handling

Administrative assistance

Internal communications

Customer service-orientated

Microsoft Office proficiency

Workforce mentoring

Proper phone etiquette

File maintenance

Travel administration

LANGUAGES

ENGLISH

Native or Bilingual Proficiency

HINDI

Full Professional Proficiency

MALAYALAM

Native or Bilingual Proficiency

TAMIL

Professional Working Proficiency

PERSONAL DETAILS

Marital Status : Married

Nationality : Indian

Passport No: R 6349977

Passport Exp : 19/11/2027

Visa Status: Employment Visa

INTERESTS

community involvement

learning languages

Social, Enterprising