

# 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.



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☎ +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