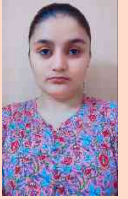


Desired position

Receptionist/Cashier/Sales/Administration

Muskan Rangrej
0544324414
muskanrangrej384@gmail.com



OBJECTIVE

I am seeking an opportunity in a company where I can use my experience and education to help the company meet and surpass its goals.

EXPERIENCE

2022 - 2024 Strive maker group	Receptionist Greeting visitors. Managing security and telecommunications systems. Handling queries and complaints via phone, email and general correspondence. Transferring calls as necessary. Taking and ensuring messages are passed to the appropriate staff member in time.
2020 - 2021 Assistant HR	Golden manor hotel Assist with day to day operations of the HR functions and duties. Provide clerical and administrative support to Human Resources executives Compile and update employee records (hard and soft copies). Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc). Coordinate HR projects (meetings, training, surveys etc) and take minutes Deal with employee requests regarding human resources issues, rules, and regulations.
2019 - 2020 Sales cum Cashier	Reliance mart Handle cash, credit, or check transactions with customers. Scan goods and collect payments. Ensure pricing is correct. Issue change, receipts, refunds, or tickets. Redeem stamps and coupons. Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change. Resolve customer complaints, guide them, and provide relevant information.

Provide excellent customer service to ensure satisfaction.

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
BA	Shree Bangur Mahila Mahavidhyalaya	68	2021
Intermediate	Pole Star The School	77	2018
High School	SK Greenwood Shikshan Sansthan	10 CGPA	2016
RS-CIT	The Ultimate Computer Academy	86	2017

ADDITIONAL PERSONAL INFO

Address	UAE
Languages	English, Hindi, Urdu
Date of Birth	07/03/2001
Nationality	India
Religion	Islam
Gender	Female

DECLARATION & SIGN

I hereby declare that all the above information is true to best of my knowledge

