



# RUPINDER KAUR

## RECEPTIONIST

### CONTACT DETAILS

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🏠 DUBAI, UAE

### PERSONAL DETAILS

Date of Birth : 02/04/2000

Nationality : Indian

Gender : Female

Visa Status : Employment Visa

### EDUCATIONAL HISTORY

Secondary School Education

### SKILLS AND EXPERTISE

- Hardworking
- Patience
- Communication
- Time management
- Leadership
- Presentation skills
- Team work
- Office software
- Administration
- Reception skills
- Equal opportunities
- Filing systems
- Keyboard skills

### LANGUAGES

- English
- Hindi
- Punjabi

### WORK EXPERIENCE

#### DLD GROUP OF COMPANIES

##### RECEPTIONIST

DUBAI, UAE

1 YEAR 6 MONTHS

- Answering all incoming calls / emails and re-routing them to relevant parties.
- Meeting and greeting visitors ensuring they are signed in and inducted.
- Opening, distributing, collecting and taking the post.
- General administration duties, photocopying, filing etc.
- Dealing with any enquiries at the reception.
- Data entry onto internal systems.
- Reporting any problems to the office manager.
- Dealing with car park requests and hospitality requirements.

#### SIHOTIYA BUILDING CONSTRUCTION LLC

##### RECEPTIONIST

DUBAI, UAE

2 YEARS

- Ensuring that the reception area is tidy and clutter free.
- Monitoring stationary stock and reordering when required.
- Operating a computer system and switchboard.
- Excellent telephone manner.
- Can offer a warm & friendly greeting to visitors.
- Smart, presentable appearance.
- Ensuring a efficient running and operation of the Reception Desk.
- Good organization and prioritization skills.
- Self-motivated, proactive & hardworking.
- Ability to listen and anticipate.

### REFERENCE

I hereby certify that the above information is true and correct according to the best of my abilities early awaiting positive response.