**Rajeswari Manikandan**

59,85th street ,sivalingapuram,K.K.Nagar
**9600063612**, maniraji.rm@gmail.com

**PROFILE**

Energetic and dedicated front desk professional with 2+ years’ experience in fast paced environments. Thorough and accurate in taking and relaying information. Well-versed in anticipating and determining visitors’ needs and fulfilling them appropriately. Adept at handling complex PABX and busy telephone exchanges. Effective skills in developing and maintaining accurate and easy to use filing systems.

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| **AREAS OF EXPERTISE** |
| ● Customer Relations | ● Order Processing | ● Data Entry |
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**PROFESSIONAL EXPERIENCE**

**Receptionist:**

• Receive and greet customers and visitors
• Take and deliver telephone calls
• Receive mail and deliver it to the appropriate person(s)
• Maintain filing systems
• Monitor appropriate use of office supplies and oversee inventory
• Respond to inquiries and provide appropriate secretarial support
• Manage repair and maintenance of office equipment

**Front Desk Intern:**

• Greeted visitors and provided them with required information
• Answered incoming calls and directed them properly
• Took and relayed messages effectively
• Took dictation for executive task and typed correspondence
• Ensured cleanliness of the front desk at all times

Key Accomplishments
• Received customer service award owing to excellence in serving customers in a positive manner
• Commended by immediate supervisor many times and recommended for a permanent position

**EDUCATION**

**B.com (Discontinue) in Jain Collage T.nagar**

**ADDITIONAL**
• Professional and pleasant professional demeanor
• Excellent communication and organizational skills
• Strong knowledge of office administration procedures
• Keen stress and time management skills
• Possess strong cultural awareness
• Demonstrated work ethics

**Experience:**

* Receptionist in Shoppers stop (1year)
* Receptionist in Sony Service office (1year)