

BHANVI

Jalandhar, India 144001 | +91 8557065696 | bhanvi12012002@gmail.com

Professional Summary

Dedicated to offering exceptional assistance to team members and clients. Skilled at coordinating appointments, organizing mail, and collecting messages to facilitate office communication.

Skills

- Greeting and Seating Clients
- Telephone skills
- Customer and client relations
- Multi-Line Telephone Systems

Work History

Receptionist 07/2023 to Current

C-Tech Computer Institute – Jalandhar, India

- Confirmed appointments, communicated with clients, and updated client records.
- Answered phone promptly and directed incoming calls to correct offices.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Kept reception area clean and neat to give visitors positive first impression.
- Enhanced customer satisfaction by promptly addressing inquiries and providing accurate information.
- Organized, maintained and updated information in computer databases.

Education

Senior Secondary Education 05/2023

Rabindra Day Boarding Sr. Sec Public School - Jalandhar

Diploma in Financial Accounting 04/2022

C-Tech Computer Institute - Jalandhar

Diploma in Tally Accounting With GST 03/2020

C-Tech Computer Institute - Jalandhar

Secondary Education 05/2018

SS Divine Public School - Jalandhar