

# KAILASH

## Front Office Assistant

+918875827382 · KAILASHJAT3597@GMAIL.COM · Jaipur

### Summary

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Highly organized and customer-focused Front Office Assistant with proven experience in managing daily administrative operations, handling front desk responsibilities, and ensuring exceptional client service. Skilled in answering phone calls, scheduling appointments, managing correspondence, and maintaining an organized and welcoming reception area. Adept at using office software, maintaining confidentiality, and supporting cross-functional teams with efficiency and professionalism. Committed to creating a positive first impression and streamlining front-office workflow in fast-paced environments.

### Experience

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#### Front Office Assistant

Manglam plus Medicity Hospital Jaipur

### Education

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- B.sc, Jay Narayan Vyas Univercity , Jodhpur, 2023

### Skills

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- Good communication
- Customer Care
- Problem solving
- Time management

### Languages

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- Hindi
- English