

RESUME

NAME : Janhavi Santosh Joil

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Location : Mumbai / Pune

Academic Credentials :

Course	Institute	University	Year	Percent
BA	Mumbai Hindi University	Mumbai University	2021	75
H.S.C	Viva College nallasopra	Maharashtra Satae Board	2017	50
S.S.C	Jayddeep High school	Maharashtra Satae Board	2015	50

WORK EXPERIENCE : Since 2023 till Present

Receptionist at M/s. Poonam Highrise Pvt. Ltd.

Responsibilities:

- Greeted and welcomed visitors in a professional and friendly manner, ensuring a positive first impression of the company.
- Managed a multi-line phone system, efficiently directing calls and taking messages as required.
- Scheduled appointments and maintained calendars for meeting rooms and executive staff, ensuring optimal use of time and resources.
- Handled incoming and outgoing mail, packages, and deliveries, distributing them to the appropriate recipients in a timely manner.
- Managed office supplies inventory and placed orders as needed to maintain adequate stock levels.
- Assisted with administrative tasks such as data entry, filing, and scanning documents, ensuring accuracy and confidentiality.
- Provided administrative support to various departments as needed, including preparing reports, updating spreadsheets, and coordinating office events.
- Maintained cleanliness and organization of the reception area and common areas, creating a professional and welcoming environment for employees and visitors.

- Demonstrated strong communication and interpersonal skills in interacting with clients, vendors, and colleagues, addressing inquiries and resolving issues effectively.

Skills:

- Excellent communication skills, both verbal and written
- Proficient in Microsoft Office suite (Word, Excel, Outlook)
- Accounting Tally exp.09 Knowlege
- Strong organizational skills and attention to detail
- Ability to multitask and prioritize tasks in a fast-paced environment
- Professional and friendly demeanor
- Experience with multi-line phone systems
- Knowledge of office equipment and procedures
- Ability to work independently and as part of a team

WORK EXPERIENCE: 2022-2023

_____ at Dominoes

Responsibilities:

- Prepared high-quality pizzas according to Domino's standards, ensuring consistency and customer satisfaction.
- Managed inventory levels and restocked ingredients as needed to maintain smooth operations.
- Operated kitchen equipment safely and efficiently, including ovens, dough rollers, and slicers.
- Assisted with food preparation, including slicing vegetables, preparing dough, and portioning toppings.
- Maintained a clean and organized work environment, adhering to food safety and sanitation guidelines.
- Provided excellent customer service, including taking orders over the phone and in-person, addressing customer inquiries, and resolving any issues promptly.
- Collaborated with team members to ensure orders were completed accurately and delivered in a timely manner.
- Cross-trained in various roles within the store, including cashier, delivery driver, and assistant manager, to support operational needs.

Skills:

- Food preparation and handling
- Attention to detail
- Time management
- Customer service
- Teamwork and collaboration
- Adaptability to fast-paced environments
- Ability to work under pressure
- Basic math skills.

Your Faithfull

(JANHAVI JOIL)