

RECEPTIONIST



I bring to the table [X] years of experience in receptionist roles, where I have successfully managed front desk operations, handled phone calls, scheduled appointments, and greeted visitors with professionalism and warmth. My previous roles have equipped me with excellent communication skills, a strong attention to detail, and the ability to thrive in fast-paced environments.

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panchyawala Jaipur

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2020-2023

B. A
Learn design concepts, drafting, computer processing, and laws and regulation regarding building a home, school, company, mall, and so on.

2023-2025

M. A
Learn a more in-depth architecture knowledge.

Communication Skills



Interpersonal Skills



Multitasking



Customer Service



Professionalism



Attention to Detail



Adaptability

