



Babita Nagra

Professional Summary

Organised and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Contact

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Education

- **2021**
Graduated from High School
Balcatta Senior High School
- **2022**
NCP Study Tour Program
Curtin University, Miri, Malaysia
- **January 2024**
Medical Reception and Terminology
Medical Administration Training
- **May 2024**
First Aid Training & CPR
St John
- **Expected- December 2024**
Bachelors of Biomedical Sciences
Curtin University

Language

English
Hindi

Skills

- Clinic to Cloud
- Time management
- Telephone skills
- Mail handling
- Organization skills
- Reception desk management
- Microsoft Office

Experience

- **2021 - 2022**
Caraway Indian Cafe and Restaurant, Perth,WA
Receptionist
 - Greeted incoming visitors and customers professionally and provided friendly Assistance.
 - Confirmed bookings and, communicated with clients.
 - Collected payments, Processed transactions and updated relevant records.
- **2022 & 2023**
Australian Electoral Commission
Casual Team Member
 - Kept work areas clean, organised, and safe to promote efficiency and team safety.
 - Learned all required tasks quickly to maximise performance.
 - Maintained productive, efficient approach to all tasks.
 - Broke down boxes and cartons, disposing of refuse in proper cardboard receptacles.
 - Addressed and resolved customer complaints in polite and professional manner.
- **2019-2020**
Koh-I-nor Indian Restaurant
Receptionist
 - Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
 - Confirmed bookings and, communicated with customers.
 - Kept receptions area clean and neat to give visitors positive first impression.
 - Answered phone promptly.

Volunteer

- Secretary of Biomedical Sciences Club (2023 to present) - Curtin University
- Represented Curtin University to High School students - introduced them to Health Science related course and insight of practicals work (2024)
- Mentoring first year university students (2024)
- First Aid Awareness Officer at St John