

# ABHIMANYU BHARDWAJ

FRONT DESK EXECUTIVE

## CONTACT

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## PROFILE

Results-driven Front Desk Executive with a strong understanding of managing front-office operations, handling administrative tasks, and delivering excellent customer service. Proficient in managing appointments, coordinating office activities, and using CRM software for efficient record-keeping. Skilled in multitasking, problem-solving, and ensuring a welcoming environment for clients and visitors. Eager to apply my expertise in streamlining front-desk operations and optimizing customer interactions for enhanced satisfaction and efficiency. Passionate about maintaining a professional and organized workspace to support business operations and improve overall client experience.

## TECHNICAL SKILLS

Customer Service: Strong interpersonal skills to provide excellent service and ensure a welcoming experience for guests and clients.  
Communication: Clear and professional verbal and written communication for effective interaction with clients, visitors, and team members.  
Reception Management: Handling phone calls, scheduling appointments, and managing front-office operations efficiently.  
Administrative Support: Proficiency in managing records, handling emails, and coordinating office activities.  
Computer Proficiency: Knowledge of office software (MS Office, Google Workspace, CRM systems) for documentation and record-keeping.

## KEY ACHIEVEMENTS

Reduced customer wait times by 30% through efficient scheduling.  
Implemented a visitor management system for better record-keeping.  
Earned positive feedback for exceptional customer service.  
Streamlined office event coordination for smoother operations.

## EDUCATION

LACHOO MEMORIAL COLLEGE | 2022-2025

Bachelor of Computer Applications BCA

## SKILLS

**Key Skills & Competencies**  
**Administrative & Front Desk Skills**

**Core Competencies**  
**Multitasking & Time Management**

## EXPERIENCE

Managed client relationships for over 1.2 years in an IT startup, effectively communicating with both foreign and local clients to understand their requirements and ensure seamless coordination. Skilled in handling inquiries, resolving issues, and providing exceptional service to enhance client satisfaction and business operations.

## LANGUAGES

ENGLISH

HINDI