

SIMRAN KAUR

WORKING PROFESSIONAL

SUMMARY

Dedicated and customer-focused Receptionist with 2 years of experience providing exceptional front desk support and administrative assistance. Skilled in managing high-volume phone calls, scheduling appointments, and maintaining organized office operations. Strong ability to create a welcoming atmosphere, handle inquiries professionally, and coordinate with internal teams to ensure seamless workflow. Committed to delivering excellent customer service and maintaining a professional and friendly workplace environment.

CONTACT

✉ simrangill05623@gmail.com

📞 8302975772

📍 DELHI

LANGUAGES

ENGLISH

HINDI

SKILLS

Time management

Communication

Critical thinking

Attention to detail

EXPERIENCE

RECEPTIONIST

TOURIST HOTEL ALWAR *Jan 2023 - Nov 2023*

Answering and directing phone calls in a polite and professional manner

SALES TELECALLER

URG REAL ESTATE ALWAR *Dec 2023 - Sep 2024*

Making outbound calls to prospective customers to promote and sell products or services

RECEPTIONIST AND SALES

CLAY INN *Oct 2024 - Present*

Managing appointments and reservations

EDUCATION

10TH

RBSE BOARD *2019 - 2020*

12TH

RBSE BOARD *2023 - 2024*

B.A

RRBMU ARTS COLLEGE ALWAR *2024 - Present*

PURSUING 1ST YEAR