

Dimple Gupta

Front Desk Officer

CONTACT



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ADDRESS

New delhi, delhi

SKILLS

Problem-solving skills

File management

Cash Handling

Time management

Office management

Computer Operator and know Adv MS Office

SUMMARY

Friendly and prompt Front Service Clerk with good skills using phone, computer and office equipment. Strong multitasking, communication and interpersonal skills. Unsurpassed mathematical skills and ability to handle all front office operations.

WORK EXPERIENCE

In School

Call attender and Admin , Location Aug 2022 - May 2023

- Maintained front desk's concierge book to provide visitors with access to relevant local information.
- Attend and manage all the calls and handle the client for all the knowledge and other things.

Front Desk Officer, Location Jun 2023 - Present

- Built relationships with colleagues to facilitate teamwork, cooperation and success.
- Consulted with clients to align future software development with customer priorities
- Wrote and prepared deliberate yet flexible agendas for company meetings.
- Kept files and records in content management systems such as MS Word, Excel and also know Tally Erp 9 or Tally Prime

EDUCATION

12th passed: Cbse Apr 2021 - Apr 2022
School or University

10th Passed : Cbse Apr 2019 - Apr 2020
School or University

Pursuing BA: Field of Study Apr 2022 - Present
SOL