**Priety Pradhan**

No.45, Gangadheswarer Koil Street, Purasaiwalkam, Chennai - 84. (Aruna Working Women’s and Students Hostel)

Cell: +917200723781  
Email: [pritysmart07@gmail.com](mailto:pritysmart07@gmail.com)

**Career Objectives:** To gain the position of **Front Office Executive** wherein my Hospitality skills will make a notable contribution towards the growth of the organization.

**Professional strengths:**

* Outstanding communication and interpersonal skills
* Excellent time management and organizational skills
* Good knowledge of Microsoft Outlook, excel and Internet Explorer
* Ability to deal with external and internal Guests support in a professional manner
* Multi-tasking skills and ability to work under pressure

**Educational Qualifications:**  
Sr. Secondary Certificate from National Institute of Open Schooling (NIOS)

**Professional Experience:**

**Organization: Expressit Logistics Worldwide Limited**  
Duration: July 2013 August 2015

Designation: Front Office Executive

* Serves as a basic point of contact for Guests with complaints, queries, request, and feedbacks on package deliveries and divert the call to concern department.
* Prepares daily reports on the daily activities of Visitors In-Out report
* Ensures that all the request of staffs are responded in a timely and professional manner
* Warm and friendly behavior which proves to be an assent in receiving and greeting visitors form outside

**Areas of Interest:**

* To exceed the expectations of the organization and achieve customer satisfaction
* To contribute my customer service skills in solving complex customer problems

**Technical Skills & Tools used:**

* Office tools: MS Office 2007 (MS Word, MS Excel, MS PowerPoint)

**Personal Profile:**

* Name : Priety Pradhan
* Date of Birth : 07.04.1995.
* Nationality : Indian.
* Marital status : Single.
* Linguistic abilities : English, Hindi, Tamil.

Date: **Best regards**

Place: Chennai Priety Pradhan