Soya Singh  
Mobile No.: +913\*\*\*\*\*\*   
samjj\*\*@soyro.com  
  
**Secretary Receptionist**  
  
**Objective**  
  
To be a Secretary receptionist at an organization where my skills and experience will used and the rigorous responsibilities that comes with the job will instigate me to perform better.   
  
**Career Summary**  
  
-More than 2 years of answering calls efficiently in absence of concerned person   
-Experience of holding a place of receptionist at International Call Centre   
-Technical sound knowledge of modern computer applications  
-Warm and friendly behavior which proves to be an asset in receiving and greeting visitors from outside  
-Won Most Well Behaved Employee Award In my last company RGTHY International  
  
**Skills**  
  
-Strong Public relations skills  
-Ability to deliver relevant and true information about company ongoing activities as per privacy norms   
-Demonstrated proficiency in composing written communications  
-Excellent Interpersonal skills to behave in a best possible ways with the visitors in the company  
-Proficient in the use of Microsoft Windows and Office software, a calculator and a copier  
  
**Personality Traits**  
  
-Persuasive & Team leader  
-Warm, friendly and engaging personality   
-Outstanding loyalty and commitment to the customers   
-Ability to work hard and smart   
-Ability to work for late hours with full efficiency  
  
**Employment/Training History**  
  
-Receptionist (2017) DAMBI MHR Outsourcing Inc.   
-In charge of making invoices along with solving queries of visitors  
-In charge of escorting dignitaries to the cabin of Chairman or Board/Guest Rooms  
-Exceptional MIS (Management of Information Systems Skills)  
-Responsible for diligently solving queries of visitors to the organization  
  
**Extracurricular**  
  
-Captain of College Women Cricket Team  
-Head Girl of University for whole academic Session  
-Lead college in various Inter School Debate Competitions and won prizes.  
-Actively volunteered in seminars and fests organized in college and came out with flying colors.  
  
**Qualifications**  
  
-HSC (Science Stream) - 2013 (EFGH Board, New Delhi) - 91%  
-SSC (PCM, English) - 2015 (EFGH Board, New Delhi) - 87%  
-HM - 2016, ASDF University of Management - 67%  
  
**Personal Details**  
  
Date of Birth: DD/MM/YYYY  
Languages Known: Hindi, English, and German  
Permanent Address: QWERTYUIOP