

Professional Summary

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Experienced receptionist with over 2 years of experience in Sukhsagar family restaurant. Excellent reputation for resolving problems and improving customer satisfaction.

✉ iamnikhildongre@gmail.com

☎ 7828325438

📍 Raipur, India 492001

Work History

Sukhsagar Family Restaurant - Receptionist and Computer Operator

Raipur, India

09/2020 - Current

Communicate with customers, Make Bills and handal cash.

Solution Point - Data Entry Operator

Raipur, India

03/2019 - 08/2020

- Managed on-site evaluations, internal audits and customer surveys.
- Maintained excellent attendance record, consistently arriving to work on time.
- Created plans and communicated deadlines to ensure projects were completed on time.
- Prepared a variety of different written communications, reports and documents to ensure smooth operations.

Skills

- Handheld computers
- Inbound phone call handling
- Security understanding
- Skilled machine operator
- Strong attention to safe food handling procedures
- Customer engagement and assistance
- Guest engagement and assistance
- Computer systems knowledge

Education

Expected in 07/2022

Pt. Ravishankar Shukla University

Raipur

Bachelor Of Arts: 3rd Year

06/2019

Govt. ITI Saddu Raipur

Raipur

ITI: ICTSM

05/2017

Govt. H.S.S Tilak Nagar

Raipur

12th: Science

Languages

Marathi:

Intermediate (B1)

Chhattisgarhi:

Intermediate (B1)

Hindi:

Upper intermediate (B2)