

# POUYA AHMADI GHAREJLOO

Aurora, ON | 647-323-4253 | poa.amd@gmail.com

## Education:

I am currently enrolled in the third semester of Software Engineering at Centennial College.

## Relevant Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong organizational and multitasking abilities
- Exceptional written and verbal communication skills
- Proficient in managing front desk operations and delivering exceptional customer service
- Aptitude for handling sensitive information with a commitment to confidentiality
- Detail-oriented with a proven ability to maintain accurate records
- Skillful in coordinating and scheduling meetings, appointments, and travel arrangements

## Work Experience:

Receptionist | Raad Pouyan Denna | Shiraz Iran | from 2021 - 2022

- Skillfully managed front desk operations, cordially welcoming and directing visitors, and efficiently handling phone inquiries.
- Maintained a high standard of professionalism while assisting clients, vendors, and employees.
- Demonstrated organizational prowess in scheduling appointments and orchestrating meeting logistics, including reserving conference rooms and catering arrangements.
- Ensured the office's seamless functioning by meticulously organizing and replenishing office supplies.
- Enhanced visual presentations for meetings and events through adept utilization of Microsoft PowerPoint.
- Collaborated harmoniously with the administrative team, contributing to streamlined processes and heightened efficiency.
- Provided invaluable support to the administrative team through proficient data entry, meticulous record keeping, and document management.
- Leveraged expertise in Microsoft Excel to contribute to data analysis initiatives by crafting insightful spreadsheets and reports.
- Actively participated in meetings, capably recording minutes and disseminating succinct summaries to pertinent team members.

## Additional Information:

- Proficient in operating fundamental office equipment such as printers, copiers, and fax machines.
- Demonstrated mastery of email and calendar management tools, facilitating seamless communication and scheduling.