

CAREER OBJECTIVE

I am looking for a challenging position in organization where I can enhance my strength and skills, in conjunction with the organizations goal & objective. My aim is to work hard.



ASHA PS

Phone No: 9400292906

Email : ashaps619@gmail.com

Location : Perumbavoor

PERSONAL DATA

AGE & DOB : 30 YEARS

(25-10-1991)

GENDER : FEMALE

NATIONALITY: INDIAN

BLOOD GROUP: O+VE

HOBBIES : LISTENING
MUSIC, COOKING

AREAS OF INTREST

ADMINISTRATION DEPARTMENT

FRONT DESK

COMPUTER SKILLS

INTERNET BROWSING

MS WORD

MS OFFICE

MS EXCEL

LINGUISTIC ABILITIES

ENGLISH

MALAYALAM

HINDI

OBJECTIVE

Highly motivated professional with experience as an front desk reception, sales support, office administration, customer service. Adept at multitasking , problem solving , organization and time management . Active listener with strong communication skill, both written and verbal , self motivated and self-management skills with an outstanding attention to accuracy resulting in a strong work ethic. My objective is to obtain a position with a reputable company that has growth potential and will allow me to use my skill set and knowledge base that I have gained from my previous employers.

SKILLS

Microsoft Office, Microsoft Excel ,Microsoft Word , Power Point, Customer Service , Call Centre experience , Management .

WORK EXPERIENCES

Front Desk Receptionist

Max Care India Privet Limited February 2016 –March 2017

- Adeptly managed a multi –line phone system and pleasantly greeted all Persons
- Operated telephone to answer, screen or forward calls, provided information, took messages or scheduled appointment.
- Receiving and sorting daily mail
- Responding to all customers inquires in a polite and timely manner
- Making appointments for all staff or for specific employees, such as executives.

Customer Relation Officer

Max Care India Private Limited March 2017 – February 2019

- Answering Questions about a company's product or services
- Processing orders and transactions
- Resolving technical issues and troubleshooting technical problems
- Delivering Information about a companies offering
- Handling Customer Complaints and analyzing customer feedback

EDUCATIONAL QUALIFICATIONS

- Diploma in Hospital Management
- Master Of Social Work (POST GRADUATION)
2013-2015
Mahatma Gandhi University, Kottayam
- B .Com Computer
Application April2013
Mahatma Gandhi University, Kottayam