

Mary Sneha

Front Desk Receptionist



Diligent Receptionist with 2 years of experience in the hospitality industry. Skilled in greeting and assisting clients, scheduling appointments and answering phone calls and emails. Adept at working with databases, problem-solving and coordinating activities. Exceptional communication skills and impressive body language.

Work History

2021-02 -
2023-04

Front Desk Receptionist

Medivision, Ernakulam

- Resolved customer problems and complaints
- Responded to inquiries from callers seeking information
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance
- Answered phone promptly and directed incoming calls to correct offices
- Confirmed appointments, communicated with clients, and updated client records
- Kept reception area clean and neat to give visitors positive first impression
- Handled cash transactions and maintained sales and payments records accurately
- Organized, maintained and updated information in computer databases
- Sorted, received, and distributed mail correspondence between departments and personnel.

2019-10 -
2020-05

Billing Staff Member

Nature Fresh Supermarket, Ernakulam

- Nature Fresh Supermart in ernakulam is on of the leading businesses in thegrocery store
- Receive, sort, and track incoming payments

Education

2020-01

B.COM: CO OPERATION

SDPY COLLEGE OF COMMERCE

Contact

Address

Ernakulam, India 682006

Phone

6235467719

E-mail

sriwittz@gmail.com

Skills

Scheduling Appointments

Google Drive Emails

Front Office

Interpersonal Skills

Problem-solving, fast

Billing

Bookkeeping

Mail handling

Cash Handling

Call forwarding

Issue receipts for received payments

Social perceptiveness

Languages

Malayalam



Bilingual or Proficient (C2)

English



Intermediate (B1)