

ARJUN BHUSAL

Experienced and dedicated receptionist with 1 year experience in a fast paced office environment. Skilled in customer service, multi- tasking and administrative support.



Skills

- Customer Service - Expert
- Telephone Skills - Expert
- Organizational Skills- Expert
- Interpersonal Skills- Expert
- Scheduling Skills- Expert
- Problem Solving –Expert
- Teamwork- Expert
- Computer Literacy- Expert
- Time Management- Expert

Experience

Receptionist- VAID LOGISTICS PVT.LTD,KERALA

- Demonstrated excellent customer service and problem solving skills while managing the front desk.
- Developed and maintained positive relationship with customers, vendors and colleagues.
- Processed incoming and outgoing mails, faxes, packages, and other deliveries.
- Answer customer inquiries and resolve issues immediately.

Receptionist -May 2021 to Feb 2023 Lubowitz Inc

- Scheduled customer appointments and managed customer database.
- Answered, screened and routed incoming calls in a professional and timely manner.
- Assisted with basic office tasks such as photocopying, filing and data entry.

Education

- Class 10 - Shree Sarbodaya Secondary School

Contact

Phone: +91 6235135691

Mail Id: abhusal409@gmail.com

Personal Details

Place: Dang, Nepal

Date of Birth: 13.10.2003

Nationality: Nepali

Gender: Male

Languages : English, Hindi, Nepali