

CURRICULUMVITAE

JOBANPREET SINGH

H.No.114,kapoor nagar,Sultanwind road,
Amritsar, Punjab, INDIA
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OBJECTIVE:

2019 international graduate, seeking to leverage acquired academic knowledge and work experience to effectively fill an office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during internship and the university.

WORK EXPERIENCE

1 Years of Professional Experience

Senior front desk:

KD Residency Amritsar
Punjab, INDIA

Duties & Responsibilities

- ✓ **Responsibility no 1** Serves visitors by greeting, welcoming, and directing them appropriately.
- ✓ **Responsibility no 2** Notifies company personnel of visitor arrival, Maintains security and telecommunications system.
- ✓ **Responsibility no 3** Directs visitors by maintaining employee and department directories.
- ✓ **Responsibility no 4** Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- ✓ **Responsibility no 5** Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

Relevant Skills:

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.

Receptionist Qualifications / Skills:

- Telephone Skills

- Verbal communication
- Listening
- Professionalism
- Customer Focus
- Organization
- Informing Others
- Handles Pressure
- Supply Management

EDUCATIONAL BACKGROUND:

Bachelor of Science (Non-medical)

Khalsa college

Amritsar, Punjab, INDIA

june 2016-June 2019

s.g.r.d khalsa senior secondary School

Secondary Education

Amritsar, Punjab, INDIA

march 2015-march2016

Relevant Qualifications:

Languages:

- ✓ English: Fluent in speaking and writing
- ✓ Punjabi: Mother language
- ✓ Hindi: Fluent in speaking and writing

PERSONAL INFORMATION:

FullName: Jobanpreet singh

Nationality: Indian

Marital Status: Single

Date ofBirth: september 25, 1997

PlaceofBirth: Punjab, India

Reference: By social media