



ASWATHY M.M

Receptionist cum Admin

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- 📍 Al Wadha, Sharjah, UAE

Experienced front desk seeking a role in a dynamic work environment. 5 years of experience in the front desk duties. Being an administrative support employee that is responsible for performing general administrative and clerical support duties, including managing the front office reception. Motivated, Communicative and result driven with excellent problem solving and organizational skills. Seeking to increase and upgrade my skills in a customer focused role.

EDUCATION

Bachelor of Science in Electronics
Kerala University
07/2015 - 03/2018

Diploma in Computer Application
Bharat Seva Samaj
06/2018 - 03/2019

SKILLS

- Microsoft Word
- Excel
- Communication Skill
- Customer Service
- Problem Solving Skill
- Decision Making Skill
- Flexible
- Professional phone etiquette

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

WORK EXPERIENCE

Receptionist cum Admin 01/2023 - Present
Skyline Technical & Occupational Skills Training |Dubai, UAE

- Greeting and welcoming Customers
- Respond to Customer calls and mails
- Cash handling.
- Preparing invoices in Zoha
- AAPC exam registration
- Certificate issuing
- Informing students about new batch schedules

Admission Officer 12/2021 - 08/2022
Santamonica Study Abroad Pvt Ltd | Kerala, India

- Submitting Online Applications to the Colleges and Universities in Canada
- Provide clarifications to students enquiries in a professional manner
- Updating candidates about the application status
- Informing candidates about the events conducting by Colleges and Universities
- Follow-ups with institutions if delay in Offer letter or in fee refund

Receptionist Cum Office Assistant 09/2018 - 03/2021
Hibat International Educational Institution | Kerala, India

- Greeting and welcoming customers
- Explain the services providing
- Arranging classes and tests for children
- Scheduling appointments and meetings
- Maintaining office files
- Fee collection
- Run and review daily report