

## CURRICULUM VITAE

### ROOPA RANI

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**POST APPLIED FOR: RECEPTIONIST**



#### **OBJECTIVE:**

To seeking a challenging career by copying a suitable position, utilizing my technical skills and experience to contribute towards the progress of organization at the same time has the prospect for professional growth and development my career.

#### **PROFESSIONAL ABILITIES**

- + Positive Attitude Holder
- + Self-Motivated
- + Quick Learning Curve and able to work hard
- + Good Leadership Qualities
- + Problem Solving skills
- + Flexible to work in any Condition

#### **EDUCATIONAL QUALIFICATION**

- ❖ PGDCA FROM PUNJAB TECGNICAL UNIVERSITY
- ❖ B.A FROM PUNJABI UNIVERSITY
- ❖ HIGHER SECONDARY

#### **WORKING EXPERIENCE:**

- + 6 Months, Experience As A Receptionist In Deep Finance Limited, Jalandhar India
- + 2 Years, Experience As A Office Assistant In Nagpal Enterprises, Jalandhar. India
- + 3 Years' Experience As A Clerk In Little Blossoms School, Jalandhar. India
- + 4 Years, As A Receptionist In La Blossoms School, Jalandhar. India

#### ❖ **Duties & Responsibilities**

- ✓ Greet clients and visitors with a positive, helpful attitude.
- ✓ Assisting clients in finding their way around the office.
- ✓ Announcing clients as necessary.
- ✓ Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
- ✓ Assisting with a variety of administrative tasks including copying, faxing, taking notes, and making travel plans.

#### **PERSONAL INFO**

Date of Birth : 20/04/1978  
Nationality : Indian  
Gender : Female  
Marital status : Married  
Languages Known : Hindi, English & Punjabi

#### **PASSPORT& VISA DETAILS**

Passport No : U6984390  
Issue Date : 03/02/2020  
Expiry Date : 02/02/2030  
Visa Status : Visiting Visa

#### **DECLARATION:**

I hereby declare that the above details furnished by me are true to the best of my knowledge and belief.

**Roopa Rani**