

# Manjot Kaur

Receptionist / Sales Person



## Contact

+971567868215

sahotajot905@gmail.com

Bur Dubai, UAE

## Education

High School (2017)  
Bachelor's Degree in  
Hospitality &  
Management

## Personal Information

Date of Birth : 11th Nov 2000

## Key Skills

Office Suit  
Communication  
Multitasking  
Attention to Details  
Time Management  
Presentable Leadership  
Problem-Solving  
Work in Fast-Pace  
Environment Customer  
Dealing Team Player

## Languages

Hindi  
Punjabi  
English

## PROFILE

As a motivated and enthusiastic fresh receptionist, I bring a strong dedication to providing exceptional customer service and ensuring smooth operations in a professional setting. With my excellent communication skills, attention to detail, and a positive attitude, I am eager to contribute to your organization's success.

## Experience

### Innoventure Financing Brocker LLC

Sr. Sales Executive 10/2023 – Till date (Dubai)

- ❖ Selling of Credit cards and personal Finance.
- ❖ Dealing in Afaq, Sharjah Islamic Bank (SIB), and Commercial bank of Dubai (CBD) Credit cards.
- Making Outbound calls for customer to pitch for credit cards.
- Handling customer Objections.
- Giving Supplementary cards to customer who already have different credit cards.
- Have done cold calling and meeting customer.
- Achieved daily and monthly targets.

### German International School

Receptionist/Admin 08/2023 – 09/2023 (Abu Dhabi)

- Maintaining Attendance sheet of the staff and students.
- Solving parents query.
- Taking care of admin work.

### Enjoy The Wood

Receptionist/Sales Executive 04/2020 – 08/2021 (Ukraine)

## **Responsibilities:**

- ☐ Efficiently manage the front desk, ensuring a welcoming and organized reception area for visitors and staff.
  - ☐ Greet visitors, answer inquiries, and provide information while managing and directing incoming phone calls.
  - ☐ Schedule and coordinate appointments, meetings, and conference room bookings as needed.
  - ☐ Receive, sort, and distribute incoming mail and packages, and prepare outgoing mail and courier shipments.
  - ☐ Provide administrative assistance to various departments, including typing documents, creating excel sheet, and managing email correspondence.
  - ☐ Monitor and replenish office supplies, maintain inventory records, and assist in procurement as necessary.
  - ☐ Assist with special projects and tasks assigned by management or executives to support the organization's goals.
- Address and resolve routine administrative and visitor-related issues promptly and effectively.