

PROFESSIONAL SUMMARY

SONALI RANI

ranisonali868@gmail.com

8393082023



SUMMARY

* Skilled front desk receptionist bringing Excellent customer relations and administrative abilities. Manages smooth check-in and check-out processes with expertise in procedure and great multitasking abilities. Impresses guests in every interaction with professionalism and enthusiasm for service.

SKILLS

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- Customer services
- Problem -solving
- Physical stamina
- Planing
- Work-under pressure
- Teamwork
- Public speaking

EXPERIENCE

1 year as a receptionist in Titan fitness club

1 year worked as a sale executive (tele caller) in Bajaj capital meerut

EDUCATION

Degree/Course	Institute/College	University/Board	Year of Passing
- Bachelors of business administration	- J.p institutions of technology	- Chaudhary Charan Singh University	2021

STRENGTHS

- Metting and getting clients
- Create and update records
- Answering and forwarding phone calls
- Coordinating office activities

HOBBIES

- Dancing
- Reading books

PERSONAL DETAILS

Address Rajban bazar meerut cantt
Meerut, Uttar Pradesh, 250001

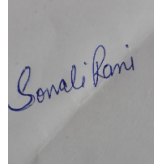
Date of Birth 18/04/1998

Marital Status Single

Languages Known - Hindi
- English
- Punjabi

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.



SONALI RANI