**AALIYA**

**H. No. 30, Street no. 4-D,**

**Aram Park, Shastri Nagar,**

**Delhi - 110031**

Contact Number: 8368719362
E-mail I’d: aaliyasiddiqui2512.ra@gmail.com

**SUMMARY:**

Adaptable Front Desk Receptionist with more than 4.5 years’ experience in a variety of industries and a history of success in providing exceptional customer service. Experience in managing all facets of front office administration, including handling phone calls, managing schedules, and maintaining reception and waiting areas. Hands-on skills in using applications such as MS Office to facilitate daily office operations.

**EXPERIENCE:**

 **Smartcoach**

 **Front Office Executive-** 2019-08 to 2019-12

* Reception area maintenance
* Greet and direct visitors to correct person
* Answer and address incoming phone calls and deal with queries of Students
* Organize and maintain files and attendance
* Filing and copying the documents
* Monitor and manage Office expense report
* Organize and manage E-mails and couriers

 **Hi-Focus Electronics India Pvt. Ltd.**

 **Front Office Executive***-* 2017-07 to 2019-08

* Reception area maintenance
* Greet visitors in politely manner and direct visitors to correct person
* Answer and address incoming phone calls in a timely and politely manner and deal with queries
* Organize and maintain files and attendance
* Filing and copying the documents
* Prepare outgoing mail and couriers (Envelopes, packages, etc)
* Organize and Manage E-mails
* Monitor and record petty cash payments
* Handling Couriers and packages
* Handling Justdial enquiries and sort data for Sales Executives by area
* Maintain inventory & ledger for Projects

**Bee Money**

 **Front Office Executive***-* 2015-05 to 2017-07

* Maintain Reception Area
* Filing and copying the documents
* Maintaining Files and Attendance
* Sort and manage E-mails
* Perform inventory of office supplies
* Record petty cash payments

 **EDUCATION:**

* 10th Passed From C.B.S.E. Board in 2012.
* 12th Passed From C.B.S.E. Board in 2014.
* Graduate in B.A. Hons. in English from Himalayan University in 2017.
* Pursuing B.ED from Singhania University.
* Pursuing Spanish Language course from Swiss School of Language.

 **TECHNICAL SKILLS:**

* Basic Knowledge of Computer
* MS Word
* MS Office
* Power Point
* Outlook

 **PERSONAL DETAILS:**

Father’s Name : Mr. Mohd Aabad

Date of Birth : 02.12.1996

Gender : Female

Language known : Hindi and English

Nationality : Indian

Marital status : Single

Hobbies : Listening Music

**DECLARATION**:

I hereby declare that all the above information given is true & correct to the best of my Knowledge & belief.

**Date: / /**

**(AALIYA)**