

DEEPALI MEHRA

RECEPTIONIST

08.01.2003 | ms.deepalimehra@gmail.com | 9711777327

PROFILE

Hardworking and experienced receptionist with four to five months of good experience. Experienced increasing and managing schedules & appointments, Selling packages. I have ability to manage the front desk as well as cash counter also. My biggest achievement while doing this job was gaining helpful knowledge about Medical line and I want to learn and have more and more knowledge in this Medical Sector.

SKILLS

- Budget planning
- Group work
- Leadership
- Communication
- Problem-solving
- Team-working

EDUCATION

- Maitreyi College, (Apr2021-Present)
 - Delhi university
 - (B.Com)
- Vivekanand International School,
 - 12th pass 2021
 - 10th pass 2019

EXPERIENCE

Responsibilities: overseeing daily operations, managing staff, ensuring compliance with banking regulations, and providing exceptional customer service. Also responsible for analyzing financial data, identifying trends, and developing strategies.

- January 2023 – Present
- Cashier (Arthi Scans And Lab)
- September 2022 – December 2022
- Sales Department (Card To Connect Company, Noida)

COMMUNICATION

- Implemented new procedures and technologies that improved efficiency and streamlined operations.

LEADERSHIP

- Successfully led a team to exceed sales goals while maintaining excellent customer satisfaction scores.

REFERENCES

- Available upon request.