



PRAJJVAL DHEER

Date of birth: 01/10/2002 **Nationality:** Indian **Phone number:**

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Address: C 1 ANAND VIAHR KARKARDOOMA, 110092, EAST DELHI, India (Work)

• ABOUT ME

Highly skilled and experienced receptionist with a proven track record of providing exceptional customer service and administrative support. Seeking to leverage my strong communication and organizational skills to contribute to a dynamic team. Dedicated to creating a positive and welcoming environment for clients and visitors. Eager to take on new challenges and grow professionally.

• EDUCATION AND TRAINING

GRADUATE

Chhatrapati Shahu Ji Maharaj University, Kanpur

[14/05/2019 – 29/08/2022](#) KANPUR, India

Website <https://csjmu.ac.in/>

• WORK EXPERIENCE

RECEPTIONIS

AARTHI SCANS LABS PVT.LTD.

05/05/2021 – CURRENT DELHI, India

- Greeted and assisted visitors in a professional and friendly manner, ensuring a positive first impression of the company.
- Confirmed appointments and billing ,cordinate all customers at same time each and every customer valuble for me.
- Scheduled appointments and including handling incoming and outgoing mail, - Maintained organized front desk area, clerk work and maintain all file and corporate.

• DIGITAL SKILLS

Excellent communication Strong organizational Excel, Typing , Word, Microsoft

• LANGUAGE SKILLS

Mother tongue(s): **HINDI**

Other language(s): **ENGLISH**