



KHUSHBOO SINGH

Current location - Delhi Hometown. - Palia Kalan Dist - Lakhimpur
(Uttar Pradesh)
9696733283 | ks1489472@gmail.com

Objective

I am a dedicated Receptionist with expertise in Front Office Operations, Guest Relations, and Telephone Handling. Graduated with a B.A in Arts & Humanities, I aim to continue providing exceptional customer service and enhancing my skills in a dynamic work environment. Proficient in English with a positive attitude towards teamwork and growth. I provides a safety net during medical emergencies, covering the high costs of treatments, hospitalisations, and medications. By having a health insurance policy

Experience

- **Nav immigration ielts institute form palia** 1/July/2023 - 30/April/2024
Receptionist
I have 1 year of experience as a receptionist and graphic designer in Nav immigration Institute
- **Satayushi ayurveda kendra** 5/April/2022 - 28/March/2023
Receptionist
I have 9 months of experience as a Front office and patients handling in Satayushi ayurveda kendra
- **Star health and allied insurance Co. Ltd.** 4/June/2024 - Working
B2C Sales executive
Confident Sales Calls: Proactively initiate and handle sales calls to prospective customers, confidently presenting product features, benefits, and pricing to close deals effectively.

Customer Management: Manage and nurture ongoing relationships with current customers through regular follow-up calls, addressing their needs and ensuring their satisfaction with our products and services

Sales Strategy Execution: Implement sales strategies and techniques to meet or exceed sales targets and contribute to the company's growth.

Education

- **Ram Leela girls inter college** 2019
10th passed from U.P board
74.4%
- **Ram Leela girls inter college** 2021
12th passed from U.P board
63%
- **Shri Guru Govind Singh ji maharaj rajkiy mahavidyalay palia kalan / university of Lucknow**
B.A (bachelor of art) (pursuing) Years of passing graduation 2025

Skills

- Front Office, Front Desk, Reception, Front Office Operations, Receptionist Activities, Guest Relations, Front Office Management, Telephone Handling, Office Assistance, Computer Operating, Approach the client, Complete the sale and follow up, Sales Skills, Product knowledge, Active listening, Relationship building and self-confidence.

Interests

- Photography, Dancing, Social media Activities, listings songs.

Languages

- English Hindi.

Personal Details

- Date of Birth : 15/03/2003
- Marital Status : Single
- Nationality : Indian
- Religion : Hindu
- Gender : Female
- Place : New Ashok nagar Noida block -a