

## CURRICULUM- VITAE

### **PARUL UPADHYAY**

Address: G-11/11, Ratiya Marg  
Sangam Vihar  
New Delhi-110080

**Contact No. 9990276659**

**Email: parul262004@gmail.com**

### **CAREER OBJECTIVE: -**

I seek a job in the field of **Front Office Administration (Reception)** in your reputed firm where I contribute to the efficient operation of the front desk and office by managing multiple tasks simultaneously, maintaining a positive attitude, and demonstrating a high level of professionalism and adaptability.

### **WORK EXPERIENCE: -**

#### **Front Office Administration (Reception)**

**Shri Girraj Supari Traders (Sweety Supari) – (December – 2022 to Present)**

- **Customer service:** Being professional and attentive to customers.
- **Answering calls:** Answering and forwarding phone calls, and managing phone lines.
- **Scheduling appointments:** Scheduling and confirming appointments, meetings, and events.
- **Maintaining the reception area:** Keeping the reception area clean and welcoming.
- **Distributing mail:** Processing incoming mail and distributing outgoing mail.
- **Maintaining office equipment:** Keeping office equipment in check and ordering supplies.
- **Maintaining office security:** Communicating with security guards if needed.
- **Providing details:** Previous purchases & Distributor Query.

## **SKILL HIGHLIGHTS**

- Familiarity with Microsoft Office.
- Multitasking and prioritizing.
- Dependability.
- Problem-solving.
- Ability to work under pressure.
- Attention to detail.

## **ACADEMIC QUALIFICATION: -**

- Pursuing Bachelor of Arts (B.A) from F.S University
- Senior Secondary from SPMSKV C.R Park -2019
- Higher Secondary from SPMSKV C.R Park – 2021

## **PERSONAL DETAILS: -**

Name: Parul Upadhyay

Date of Birth: 26<sup>th</sup> February 2004

Father's Name: Devesh Upadhyay

Sex: Female

Religion: Hindu

Marital Status: Unmarried

Nationality: Indian

Language Known: Hindi & English

Hobbies: Singing.

**DECLARATION: -**

I declare that the information provided above is true and correct to the best of my knowledge.

**Date:**

**Place: New Delhi**

**(PARUL UPADHYAY)**