



Utkarsh Raj

Front Office Executive

PROFILE SUMMARY

I am Utkarsh Raj with 2.5 years of experience across various roles including Crm executive, Office Assistant, Front Office Executive, and Office Boy. I am passionate about interacting with people and providing excellent support. Known for my energy, quick learning ability, and dedication, I approach tasks with enthusiasm and innovative solutions. Always eager to learn and adapt, I am committed to delivering exceptional results in any environment.

PERSONAL INFORMATION

- Email**
utkarshmom143@gmail.com
- Mobile**
(+91) 8510056042
- Total work experience**
2 Years 6 Months

KEY SKILLS

- Calling
- Courier Management
- Stationery
- Front Office Operations
- Guest Handling
- Front Desk
- Receptionist Activities
- Secretarial Operations
- Administration Management
- Office Coordination
- Office Administration
- Typing
- Data Entry
- CRM
- CRM management
- CRM Analytics
- Mail Management
- Mail Coordinator

EDUCATION

- 2024** B.A
School of open learning (DU), Delhi
- 2021** XIIth
English

WORK EXPERIENCE

- Apr 2024 - Aug 2024** Front Office Executive
Aura hearing care private limited
Office Asset Management, Courier Management, Data Management, Operational Support, CRM Execution, Email Management, and Follow-Up calls.
- Aug 2022 - Mar 2024** Office Assistant & Receptionist
Guru mantra pvt Ltd
Experienced in managing database files, handling calls, organizing schedules, courier management, office asset record management and performing data entry. Skilled in managing organizational documents and accounts, with a strong focus on public interaction and communication.

Asset Management

Maintenance

OTHER PERSONAL DETAILS

City New Delhi

Country INDIA

HOBBIES

Reading psychology , Playing cricket and chess , Work on fitness

LANGUAGES

- Hindi
- English
- Sanskrit