

TRIPTI SRIVASTAVA

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Career Objective:

To work with a reputed organization and achieve excellence through commitment and hard work, so as to achieve organizational and professional goal.

Educational Qualification:

- ❖ Intermediate from **CBSE Board** Delhi
- ❖ Higher secondary from **CBSE Board**

Work Experience:

Position: Front desk Reception

Roles and Responsibilities

- ❖ Performing basic admin duties including printing, sending emails, and ordering office supplies
- ❖ Processing company receipts, invoices, and bills, Assisting and supporting management.
- ❖ Performing basic admin duties including offering supplies , verifying orders.
- ❖ Attending clients and customer, manage meeting and area.
- ❖ Answering and forwarding phone calls.
- ❖ Screening phone calls.

Computer Proficiency

- ❖ MS-Office- MS Word, Excel and Power Point.

Strength and Key skills:

- ❖ Fast learner
- ❖ Ability to work in or as a team
- ❖ Good listener, positive thinking and result oriented approach.

Personal Information:

- ❖ Date Of Birth : 24th-Jul-1996
- ❖ Father's Name : Lt. Omparkash Srivastava
- ❖ Gender : Female
- ❖ Religion : Hindu
- ❖ Nationality : Indian
- ❖ Marital Status : Unmarried
- ❖ Language Known : Hindi, English
- ❖ Address : A-190 Gali No- 1 Aruna Park, Shakarpur, Delhi-92

Declaration

I hereby solemnly declare that the above furnished information is true to the best of my knowledge.

DATE:

PLACE:

TRIPTI SRIVASTAVA