



ARSHIDHA AP

Experienced and dedicated Receptionist with 5 years' experience in a fast-paced office environment. Skilled in Customer service, multi-tasking and administrative support.

CONTACT

- 📍 ALNAHDA, SHARJAH
- 📞 0507160372
- ✉ arshidhaap960@gmail.com

CORE QUALIFICATIONS

- Verbal and written communication Skills
- Multitasking
- Fast learner
- Ability to work under pressure
- Resistance to stress
- Problem solving
- Visitor management
- Ability to work independently

INTERESTS

Reading books

LANGUAGES

English, Hindi, Malayalam:
First Language

Arabic: A2
Elementary

COMPUTER KNOWLEDGE

- MS Office
- Excel
- Word

EXPERIENCE

HR RECEPTIONIST

ISA INSTITUTE - Thrissur, India

- 05/2022 - 10/2023
 - Assist HR in all aspects of hiring process which will include job posting, correspondence with applicants, scheduling
 - Coordinate employee recognition activities
 - Schedule training sessions
 - Assist in resolving employee conflicts
 - HR policies and procedures

RECEPTIONIST

P.S.M. COLLEGE OF DENTAL SCIENCE AND RESEARCH - Trissur, India

- 01/2021 - 03/2022
 - Greeting patients as they arrive and answering the phones
 - Scheduling and cancelling appointments
 - Handling test results
 - Office duties, including document filing, scanning and recreation
 - communicating with dental supply vendors

RECEPTIONIST

ISA INSTITUTE - Thrissur, India

- 05/2018 - 11/2020
 - Welcomed guests and clients in friendly, positive manner.
 - Handling queries and complaints via phone, email and general correspondence
 - Transferring calls as necessary
 - Answered and directed incoming calls to relevant staff members using multi-line telephone system.
 - Assisting the HR team with recruitments, onboarding and termination processes
 - Maintaining safety and hygiene standards of the reception area

EDUCATION

B.COM FINANCE
CALICUT UNIVERSITY

HSE
SCIENCE

SSLC
FOCUS.I.E.H.S.S