

SUMAYYA M

Receptionist

Actively seeking employment opportunities in receptionist position, driven by my passion for learning and my desire to contribute to a diverse range of industries. My educational background, which include, bachelor of business administration has equipped me with a strong foundation in some relevant qualities. I am committed to continues growth and have demonstrated my dedication and adoptability.

PROFESSIONAL EXPERIENCE

Front Office Executive

2019 - 2022

Universal Electronics, Tly, Kerala

- Greeting and assisting customers in a friendly and professional manner.
- Answering phone calls and directing inquiries to the appropriate departments.
- Managing customer inquiries, feedback, and complaints effectively.
- Providing product information and assisting customers with their purchases.
- Handling administrative tasks such as scheduling appointments, managing emails, and maintaining records

Skills

2019 - 2022

- Effective communication skill both verbal and written.
- Strong interpersonal skills for interacting with customers and colleagues.
- Proficiency in Microsoft office word, power point and excel.
- Ability to multitask and prioritize task efficiently in a fast-paced environment.
- Attention to detail.

Project

Maryan Apparels. Pvt.Ltd. Kerala, 2019

- Analysed about overall department such as production, sales, purchase and human resources e



+971523993644



Sharjah, UAE



yufohidaya@gmail.com



www.linkedin.com/in/sumayya-m-6922b1257

EDUCATION

Bachelor of Business Administration

Kannur university,
Kerala, India
April 2019

LANGUAGES

- English
- Malayalam
- Tamil