



SAYMA YASMIN

RECEPTIONIST IN COACHING INSTITUTE

PERSONAL STATEMENT

A confident communicator with a friendly manner who is able to work on reception as a main point of contact for all visitors to the institute. I am well organized, able to work on his own initiative and capable of dealing with demanding visitors. Well presented, articulate and having ability to assist variety of daily tasks. Looking for an organization who can provide an innovative and stimulating working environment, as well as superb learning and Development opportunities.

WORK EXPERIENCE

ORCHID INSTITUTE, Okhla, New Delhi Enquiry and admission Receptionist	10 – Jan – 2022 to Now JEE NEET AIIMS
--	--

ACADEMIC QUALIFICATIONS

Jamia Millia Islamia University, New Delhi B. A., in English Hons	2019 – 2022 Pass.
BSEB, Maharajganj, Siwan Intermediate	2016 – 2018 Pass
Don Bosco High School, Baisakhi, Siwan. Matriculation	2015 – 2016 Pass

COMPETENCIES

RECEPTIONIST

- Facilitating effective communication with students and parents.
- Proficient in telephonic enquiry with competitive aspirants.
- Handling crowd of students with proper discipline.
- Greeting Visitors and parents in a professional manner.

ADMINISTRATIVE

- Providing all necessary information regarding the institution.
- Handle students feedback accordance with institute norms.
- Maintaining and monitoring the concerns of students and parents.

PERSONAL

- Always respecting the privacy, dignity and needs of students and Colleagues.
- Excellent telephone manner and be able to liaise well at every level.
- Liaising with members of the institute team in a confident and professional manner.
- Willing to undertake training as required to ensure the effective and efficient use of resources.

CONTACT

Phone
+91 – 9315428407

E – Mail
saymayasmin09@gmail.com

Area
15A – Street No – 06, Block – A,
Abul Fazal Enclave, Okhla, New
Delhi, 110025

Expertise

- User flow
- Process flow
- Punctuality
- Communication skills
- Interpersonal skills
- Management skills
- Problem – solving skills
- Computer skills
- Leadership skills
- Flexibility
- Coaching

Language

- English
- Hindi
- Urdu

Hobbies

- Avid reader of books
- Cooking

