

Customer Service & Front Desk Administration

Year: 2023 – 2024

Description:

Provided front desk and customer service support, ensuring excellent client experience and efficient handling of inquiries.

Key Responsibilities:

- Welcomed and assisted clients in a professional manner
- Responded to inquiries via phone, email, and in person
- Managed bookings, appointments, and customer records
- Resolved customer complaints effectively
- Supported administrative tasks and office operations