

Full Name

Receptionist

 email@gmail.com

 895 555 xxxx

 43 Smith Dr., xxxxxx

 [Linkedin.com/in/xxxxxx](#)

RESUME OBJECTIVE

Experienced receptionist seeking a position to utilize my skills in customer service, communication, and administrative support. Committed to providing professional and efficient service to clients and visitors while contributing to the smooth operation of the workplace.

SKILLS

- Problem Solving
- Collaboration
- Adaptability
- Critical Thinking
- Strong Work Ethic
- Leadership
- Time Management
- Leadership
- Handling Pressure
- Collaboration
- Problem Solving

EXPERIENCE

- ☐ **Receptionist** – [Company Name] – [Start Date] to [End Date]
- Greeted and assisted visitors, ensuring a welcoming environment.
 - Managed phone calls, emails, and appointment scheduling.
 - Maintained records and organized administrative tasks.
 - Assisted in coordinating events and office activities.
- ☐ **Front Desk Assistant** – [Company Name] – [Start Date] to [End Date]
- Handled customer inquiries and complaints professionally.
 - Supported team members in daily operations and reporting.
 - Ensured smooth workflow and efficient handling of documents

Languages:

- Arabic: Native
- English: [Level – Intermediate/Advanced/Fluent]

Education

Degree] – [Institution Name] – [Year of Graduation]
Relevant Training: [Course Name, if any]