

# Tanya

Delhi , Ashok Vihar Block-H , H.No - 155  
+918744926585 • tanyadayma680@gmail.com

## Professional Summary

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Highly skilled and organized Front Desk Executive with 3 years of experience in administrative support, customer service, and HR assistance. Proven ability to manage front desk operations, coordinate administrative tasks, and provide a welcoming environment for clients and employees. Excellent communication skills, attention to detail, and a proactive approach to problem-solving.

## Professional Experience

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### Receptionist

July 2021 - October 2022

FNF

- Provided exceptional customer service to clients and visitors.
- Managed telephone calls, emails, and correspondence efficiently.
- Scheduled appointments, maintained front office supplies, and ensured a presentable reception area.
- Handled clerical tasks such as filing, data entry, and maintaining records.

### Front Desk Executive Cum Administrative

Disha Institute Of JEE NEET

November 2022 To December 2023

- Managed front desk operations, including visitor management and appointment scheduling.
- Coordinated student admissions processes and maintained records.
- Supported administrative operations by preparing reports and handling correspondence.
- Enhanced customer satisfaction by resolving inquiries promptly and professionally.

### Front Desk Executive Cum HR Assistant & Procurement Assistant

Vikas Ecotech Ltd

February 2024 - December 2024

- Front Desk Executive:
  1. Greet visitors and manage the reception area.
  2. Answer and direct phone calls and emails.
  3. Schedule appointments and manage calendars.
  4. Handle inquiries and provide information.
  5. Maintain office supplies and organize files.
  6. Ensure a clean and presentable front office.
  7. Coordinate with internal departments.

- 8. Manage incoming and outgoing mail or deliveries.
- HR Assistant Responsibilities:
  - 1. Assist with recruitment, onboarding, and employee documentation.
  - 2. Maintain and update employee records and databases.
  - 3. Process payroll and track attendance or leave.
  - 4. Support employee engagement and training activities.
  - 5. Handle HR correspondence, such as offer letters and notices.
  - 6. Address employee inquiries and provide administrative support.
  - 7. Ensure compliance with company policies and labor laws.
  - 8. Coordinate interviews and schedule meetings.
- Procurement Assistant Responsibilities:
  - 1. Assist in sourcing and selecting suppliers.
  - 2. Prepare and track purchase orders.
  - 3. Maintain supplier records and update databases.
  - 4. Monitor stock levels and inventory.
  - 5. Handle procurement documentation and invoices.
  - 6. Research market for cost-saving opportunities.
  - 7. Coordinate with vendors and resolve order issues.
  - 8. Support procurement team with reports and administrative tasks.

## Education

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Senior Secondary Education ( CBSE ) 10+2 Commerce Stream - 2020 Delhi University | 2024 Bachelors Of commerce ( H )

## Skills

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- • Front Desk Management and Customer Service
- • Administrative Support and Coordination
- • Recruitment Assistance and Employee Documentation
- • Calendar Management and Scheduling
- • Excellent Verbal and Written Communication
- • Proficiency in MS Office (Word, Excel, PowerPoint)

## Key Achievements

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- Successfully assisted in streamlining recruitment processes in HR roles.
- Recognized for providing outstanding customer service in all roles.
- Improved office efficiency through proactive administrative support.

## Languages

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English: Fluent Hindi: Fluent

