**Sidra Ghazal**

**Permanent Address**: Buchal Khurd Tehsil Kallar Kahar District Chakwal

**Current address:** Jahgeer town Chakwal

**Email ID :** sidraghazal525@gmail.com

**Phone no:** 03150057217

**Objective:**

Dedicated and personable Receptionist/Cashier with two years of experience in managing front desk operations and providing exceptional customer service. Adept at handling administrative tasks, facilitating smooth check-in/check-out processes, and ensuring a welcoming atmosphere for clients.

**Professional Experience:**

* Receptionist/Cashier Front Desk Officer
* Abdul Qadeer International Hospital
* Miani Adda Kallar Kahar
* Lab assistant at Fuji foundation college Buchal Khurd

**Working Responsibilities:**

* Greeted and welcomed clients with a warm and professional demeanour, creating a positive first impression.
* Managed a multi-line phone system, directing calls, taking messages, and providing information to callers.
* Handled cash transactions, maintained an accurate cash drawer, and processed payments for services and products.
* Efficiently checked in and checked out clients, scheduling appointments and resolving billing inquiries.
* Maintained an organized and clean reception area, ensuring it adhered to company standards.
* Assisted in administrative tasks, including data entry, appointment scheduling, and inventory management.
* Participated in a comprehensive training program, learning the fundamentals of reception and cashier duties.
* Assisted senior front desk officers in managing client inquiries and providing excellent customer service.
* Actively engaged in learning company policies and procedures related to front desk operations.

**Education**:

* Matric with Science
* ICS
* ADP IT Management from University of Central Punjab Chakwal

**Skills:**

* Excellent interpersonal and communication skills
* Proficient in using MS Office Suite
* Strong organizational abilities
* Attention to detail
* Cash handling and transaction processing
* Multitasking and time management
* Ability to work effectively in a fast-paced environment
* Working on MS word/MS excel/power point

**References:**

Available upon request.