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PROFESSIONAL EXPERIENCE



**Receptionist / Administrative Assistant**

**[COMPANY NAME - Country] [Jan/19 to May/19]**

**Key Responsibilities**

* Greeting visitors
* Communicating with key clients
* Answering, connecting and transferring telephone calls
* Receiving and distributing correspondence, messages and deliveries
* Making bookings for meetings and phone calls
* Maintaining the reception area and office supplies
* Updating documents and reports

**Receptionist**

**[COMPANY NAME - Country] [Feb/18 to Nov/18]**

**Key Responsibilities**

* Greeting visitors
* Answering, connecting and transferring telephone calls
* Receiving and distributing correspondence, messages and deliveries
* Maintaining the reception area

PERSONAL SUMMARY



I am a XXXXXXXX professional with experience in XXXXXXXXXXXXXXXX. My goals are XXXXXXXXXXXXXXXX XXXXXXXX.

EDUCATION & TRAINING



**2019**

General English, School Name

**[Year]**

[Course name, institution]

**[Year]**

[Course name, institution]

KEY SKILLS



* Responsible
* Team Player
* Flexible
* Pro-Active
* Polite

REFERENCES



Available upon request.

AVAILABILITY



**Mon – Fri:** Until 4PM

**Weekends:** Full-Time



 [xxxxxxxxxxxxxx@xxx.xxx]

[0000 000 000]





[Suburb] [State] [Postcode]