



NEJAT ABDULWAHIB NEJU

📍 Olaya St, Al-Riyadh, Riyadh

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✉️ Nejatabdu65@gmail.com

PROFESSIONAL SUMMARY

Highly qualified proficient in office settings, customer relations and conflict resolution. Brings knowledge of terminology and services to support and address customer enquiries and concerns.

Knowledgeable familiar with and . Dedicated to business success and adept at supporting all staff and customer needs.

Skilled knowledgeable about and . Top strengths in and . Seeking to leverage professional experience and abilities into administrative leadership role with .

Highly qualified proficient in office settings, customer relations and conflict resolution. Knowledgeable of terminology and services to support and address customer enquiries and concerns.

versed in and . Excellent and strengths. Desire to utilise professional experience and abilities to take on new challenge with an established company.

Outgoing and friendly receptionist delivering customer service and administrative excellence in all facets of clerical support and public interaction. Excels in calendar management and scheduling, data entry and database administration. Focused and dependable, with outstanding interpersonal, client and professional communication abilities.

Friendly Receptionist with -year background in settings. Knowledgeable about security, service and clerical requirements. Able to take on multiple simultaneous tasks with excellent time management abilities and a resourceful approach.

Personable and energetic Receptionist committed to delivering excellence in all facets of customer service and administrative support. Offers honed competencies in data entry, database management and scheduling.

Motivated offers valuable contributions in all facets of administrative activities supporting , derived from diverse experience as and . Recognised for exemplary time management, organisation, prioritisation and work ethic.

SKILLS

- Punctual
- RingCentral
- Open and clear communicator
- Interpersonal communications
- Multitasking and prioritisation
- Event coordination
- Professional appearance
- Inbox management
- Customer/Client relations
- Multi-line telephone skills
- Flexible
- Professional and smart presentation
- Customer and client relations
- Attention to detail
- Wpm typing speed
- Multi-line telephone systems
- Office equipment operations
- Office supply management
- Security understanding
- Email management
- Data entry
- Organisational ability
- Telephone skills
- Conflict resolution
- Verbal and written communication
- Customer-service oriented
- Photocopier operation
- Clean and neat

- Data input
- Documentation and reporting
- MS Office proficiency
- Microsoft Office Suite
- Document control
- Customer service

WORK HISTORY

RECEPTIONIST, 03/2017 - 03/2021

Mr Marco Vicinic, Al-Riyadh, Saudi Arabia

- Managed stationery and office supplies, performing stocktake duties on basis to ensure adequate resources were consistently available.
- Greeted customers and visitors in person and via telephone calls.
- Kept reception area clean and neat to give visitors a positive impression of the company.
- Facilitated safe and orderly visits by ensuring compliance with visitor policy.
- Answered telephone enquiries from clients, vendors and the public.
- Greeted visitors, assessed needs and directed to appropriate personnel.
- Managed clerical needs of company employees, including copying, faxing and file management.
- Provided clerical support to company employees, including copying, faxing and file management.
- Received incoming packages and mail, dispersed parcels and correspondence and shipped outgoing items daily.
- Scanned, photocopied and filed documentation, utilising meticulous attention to detail to reduce errors.
- Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance.
- Managed daily calls, diverting clients to appropriate departments using .
- Neatly coordinated and set up meeting rooms through and to maintain excellent impressions of .
- Professionally represented in front of house duties such as , and .
- Answered + telephone calls per day, compiling detailed notes and promptly forwarding as required.
- Warmly greeted customers within seconds, qualifying reason for visit and providing accurate information to maintain positive working relationships.
- Greeted visitors, assessed needs and directed them to appropriate personnel.
- Managed stationery and office supplies, performing stocktake duties on basis to ensure adequate resources were consistently available.
- Answered enquiries and addressed, resolved or escalated issues to management personnel to ensure client satisfaction.
- Managed stationery and office supplies, performing stocktake duties on basis to ensure adequate resources were consistently available.
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EDUCATION

Awolia Buisness College, Addiss Ababa, Ethiopia, 05/2017

Diploma: INFORMATION TECH