



Pratima Sachdeva

A highly motivated and well-organized, Front Desk receptionist, cashier & Sales with 08 years' experience in a variety of office-based environments. Pride in appearance and a warm personality combined with a proficient knowledge of clerical duties leads to a reliable and solid first point of contact for customers and employees. Creates and encourages a positive and trustworthy image for the company as a whole.

+971508426068
parrisachdev@gmail.com
Dubai, United Arab Emirates

SKILLS

Communication

Ability to Work under Pressure.

Decision Making.

Inventory management.

Health & Safety.

Business Administration.

Payment Processing.

MS Office

Evacuation procedure

Creativity

LANGUAGES

English



Punjabi



Hindi



PROFESSIONAL EXPERIENCE

Cashier & Front Desk | Amer Lounge —EXIST Government Transactions Centre LLC

May 2024 – Dec 2024

- Processed cash, credit, and debit payments accurately using AXIS PRO software.
- Maintained a comprehensive understanding of government regulations and compliance.
- Managed daily transactions using NOQODI and ensured proper documentation.
- Prepared detailed reports on sales, collections, and petty cash on a daily basis.
- Provided excellent customer service, promptly addressing inquiries and resolving issues.
- Collaborated effectively with team members to enhance operational efficiency and customer satisfaction.

Front Desk & Billing | AAL Mir Trading Company LLC April 2020 – January 2023

- Greeted and welcomed guests, providing a positive first impression of the organization.
- Managed customer purchase orders and entered details into the system for invoice processing.
- Coordinated communication between customers, sales staff, and merchandising teams.
- Processed invoice postings and scanned documents after delivery.
- Addressed customer complaints and provided after-sales support to ensure satisfaction.
- Ensured adherence to company policies and legal requirements.

Receptionist & Front Desk Officer | Al Raien Holiday Homes Bur Dubai November 2017 – January 2020, Dubai

- Greeted and assisted guests, ensuring a welcoming and courteous experience.
- Processed check-ins and checkouts, managed payments, and prepared guest bills.
- Communicated effectively with housekeeping and maintenance teams to deliver high-quality service.

Senior Front Desk Officer & Cashier | Muthoot Fincorp Limited September 2014 – August 2017, Punjab, India

- Handled customer transactions, including cash payments, money orders, and foreign exchange.
- Maintained accurate records of financial transactions, ensuring 100% accuracy in balancing.
- Prepared and submitted daily transaction reports to management.

EDUCATION

- Post – Graduation (PGDCA) Vedanta University, Punjab India – **June 2012**
- Graduation, Dev Samaj college for women, Punjab India – **April, 2010**

PERSONAL INFORMATION

- Passport number = N9742531
- D.O.B = 18/06/1990

