



Roja Sree Nitta

Sr.Front Office Executive



Contact

Address

La-Masion Layout,
Margondanahalli
Bengaluru, KA, 560036

Phone

799-691-2412

E-mail

rosesiri.7@gmail.com



Skills

Mail handling

Report analysis

Data Entry

MS Office

Supervision

Problem resolution

Communications Skills

Customer Services

Building effective Relationships

Cost Control

Inventory management

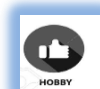


Languages

English

Telugu

Kanada



Hobbies

Watching TV



Professional Summary

Experienced Front Office Executive with over 1 Years of experience in Career Education Consultancy and 4 Years 11 Months experience in Mphasis Ltd. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Consistently saved costs while increasing profits.



Work History

2015-05 -
2016-07

Front Office Executive

Career Education Consultancy, Hyderabad, TS

- Answer to telephone calls received from Visitors, Clients & interview Candidates responding to them and transferring the call to the appropriate department
- Handling Visitors & Clients to office. Greeting & welcome them, arranging meetings & training as per there requirement.
- Arranging all amenities to interview candidates and taking care till complete their interviews.
- Receive and replay to the daily mail.
- Keeping all the Stationary items & Medicines in the organization up to date and order for fresh stock.
- Responding for employees & interview candidates queries.
- Receive Company & Employees related Couriers and distribute them and sending Employees couriers to related departments.
- Managed approximately 40 incoming calls, emails and faxes per day

2017-07 -
Current

Front Office Executive

Mphasis Ltd, Bangalore, Karnataka

- Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
- Aggregated and analyzed data related to administrative costs to prepare budgets for corporate-level management.
- Communicated corporate objectives across all divisions through regular correspondence and scheduled status updates.
- Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
- Contributed to smooth business operations by planning and organizing meetings and conferences, including conference calls.
- Greeted arriving visitors, determined nature and purpose of visit and directed individuals to appropriate destinations.
- Used Quick books to produce monthly invoices, reports and other deliverable.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Created appropriate documentation for members of board and senior leadership before meetings.
- Handled logistics, catering, agendas and travel arrangements for meeting and event planning for board of directors, president and executive vice president.
- Promoted team productivity by keeping supplies organized and well-stocked.
- Maintained office supplies inventory by checking stock and ordering new supplies as needed.
- Arranged corporate and office conferences for company employees and guests.
- Improved office operations by automating client correspondence, record tracking and data communications.
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Managed approximately 40 incoming calls, emails and faxes per day.



Education

2007-06 -
2012-03

Bachelor of Science: Mathematics

VKDVS RAJU College, Kakatiya University - Khammam

B. Ed Mathematics from St. Paul's College of Education,
Giddalur, 2012-2013.