

JOSMY R JOSEPH

RECEPTIONIST



CONTACT

+971 55 793 5064

josephrjosmy@gmail.com

Al-Qusais, Dubai, UAE

<https://www.linkedin.com/in/josmy-r-joseph-682744248>

Visiting Visa

KEY SKILLS

- Customer Service
- Front Desk Management
- Appointment Scheduling
- Call Handling
- Email Correspondence
- Visitor Assistance
- Administrative Support
- Record Keeping
- Event Coordination
- Multitasking
- Professional Communication
- Time Management
- Office Organization

ACHIEVEMENTS

- Streamlined appointment scheduling, reducing conflicts and improving office efficiency.
- Maintained 100% accuracy in updating client and student databases.
- Received positive feedback from visitors and staff for providing exceptional front-desk service.
- Successfully coordinated multiple events and meetings, ensuring smooth execution.

LANGUAGES KNOWN

- English, Hindi, Tamil & Malayalam

PROFILE SUMMARY

Professional and dedicated Receptionist with extensive experience managing front-desk operations, handling calls, emails, and visitor inquiries efficiently. Skilled in scheduling appointments, coordinating meetings, and maintaining accurate records and databases. Adept at providing excellent customer service to clients, students, and staff while supporting administrative functions, onboarding processes, and event coordination. Known for strong organizational abilities, attention to detail, and creating a welcoming and professional environment. Committed to ensuring smooth office operations and enhancing overall workplace efficiency.

WORK EXPERIENCE

June 2024 – June 2025

RECEPTIONIST

ZOOPLE TECHNOLOGIES PVT LTD | KOCHI, INDIA

- Greeted and assisted visitors, clients, and employees, ensuring a professional and welcoming front-desk experience.
- Managed incoming calls, emails, and inquiries, routing them to the appropriate departments efficiently.
- Scheduled and coordinated appointments, meetings, and conference room bookings for staff and management.
- Maintained accurate records, files, and databases for clients, vendors, and internal documentation.
- Handled office administrative tasks, including correspondence, courier management, and basic bookkeeping support.
- Assisted in onboarding new employees by preparing documents, ID cards, and coordinating induction schedules.

November 2023 – May 2024

RECEPTIONIST

PRIME SCHOOL OF ADVANCED STUDIES | KOCHI, INDIA

- Welcomed students, parents, and visitors, providing a professional and friendly front-desk experience.
- Managed incoming calls, emails, and inquiries, ensuring timely and accurate responses.
- Assisted students with course registrations, documentation, and academic guidance.
- Scheduled and coordinated appointments, meetings, and orientations for faculty and administration.
- Maintained and updated student and client databases, ensuring accuracy and confidentiality.
- Supported administrative tasks such as filing, record-keeping, and organizing school events/workshops.

EDUCATION

- Masters in Social Work (Medical & Psychiatric Social Work)**
Mahatma Gandhi University, Kerala, India | 2021 – 2023
- Bachelor of English & Communicative English**
Kerala University, Kerala, India | 2018 – 2021
- Diploma in Data Entry & Office Automation**
LBS Centre for Science and Technology | 2018