



Sumalatha K

Contact

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Skills

- Friendly
- Enthusiasm
- Active Listening
- Good Communication
- Visitor Management System
- Complaint tracking
- Time management
- Organizational Skills

Customer-orientated Front Office Executive with commitment to maintaining professional standards at all times. Skilled at getting best from other staff, handling customer concerns with care and tact and ensuring smooth running of department. Friendly and professional Front Office Executive with enthusiasm for making customers and visitors feel welcome. Experience overseeing staff schedules, leading new employee training, managing department budgets and preparing department reports.

Education

June 2015	S.S.L.C <i>Ashraya English School - Bangalore</i>
June 2020	2nd PUC <i>Reva Independent PU College - Bangalore</i>
2021-23	B.com: Finance, Economics, Business Law and Management <i>Arunodaya University</i>

Work History

2025-02 - Current	BRR Developers <i>Front Office Executive, Bangalore</i> • Ordered office supplies as needed to ensure adequate stock levels were maintained at all times. • Created reports based on data collected from front desk activities such as customer visits, appointments schedules. • Greeted customers, answered inquires, and directed them to the appropriate department. • Developed strong relationships with customers through effective communications skills. • Maintained a clean reception area by tidying up furniture, magazines and other items. • Managed incoming calls and emails in a timely manner.
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Languages

English

Hindi

Kannada

Telugu

Personal Details

Date of Birth: March 4, 2000

Gender: Female

Religion: Hindu

2023-12 -
2024-06

Front Office Executive

MFAR, Bengaluru

- Managing the flow of Visitors through the organization
- Maintaining VMS (Visitors Management System)
- Tracking clients' complaints, Attendance of the staffs
- Providing Excellent customer service, helping improve the efficiency of an Office
- Managing excellent time management and multi-tasking with good communication skills

Courses

Medical Transcription

Jan 2017

The Manual processing of voice reports dictated by physicians and other health care professionals into text format.