

# RECEPTIONIST CV

EXAMPLE BY CV GENIUS

## PERSONAL STATEMENT

Customer-focused Receptionist with 5+ years of experience working in the public and private sectors. Adept at efficiently handling challenging clients, demonstrating excellent telephone and customer service skills, as well as presenting quality work. Skilled communicator with the ability to develop strong relationships with clients and set them at ease. Instrumental in maintaining records, handling multi-line phone systems, and database management with 100% accuracy.



07123 456 789



your.name@gmail.com



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## WORK EXPERIENCE

### Receptionist

December 20XX – Present | Salient Accounting & Finance, Basildon

- Handle multi-line phone system, operate telephone switchboard, and manage and update client database with the required information
- Greet 17+ guests per day at the check-in desk with a friendly smile, provide necessary paperwork, and update system records
- Organise appointments using a telephone and email appointment scheduling system for a team of 6+ managers
- Maintain executive managers' calendars by planning and scheduling conferences and making travel arrangements
- Implemented a new CRM and reporting system, reducing costs by 30% whilst improving productivity by 25%
- Manage 120+ phone calls daily with 0 complaints in the last 3 years

### Receptionist

May 20XX – November 20XX | HM Revenue & Customs, Oxford

- Warmly greeted people entering the facility by determining their purpose of visit and escorting them to appropriate staff
- Maintained logbooks, including sign-in logs, front desk expenditures, and received calls
- Restructured office scheduling and record management system, improving accuracy by 27%
- Ensured maximum client satisfaction, achieving a 90% customer satisfaction score

# Personal Statement Samples For Receptionist

**Wenbin Ji**



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## **Table of Contents Personal Statement Samples For Receptionist**

1. Understanding the eBook Personal Statement Samples For Receptionist
  - The Rise of Digital Reading Personal Statement Samples For Receptionist
  - Advantages of eBooks Over Traditional Books
2. Identifying Personal Statement Samples For Receptionist
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Personal Statement Samples For Receptionist
  - User-Friendly Interface
4. Exploring eBook Recommendations from Personal Statement Samples For Receptionist
  - Personalized Recommendations
  - Personal Statement Samples For Receptionist User Reviews and Ratings
  - Personal Statement Samples For Receptionist and Bestseller Lists
5. Accessing Personal Statement Samples For Receptionist Free and Paid eBooks
  - Personal Statement Samples For Receptionist Public Domain eBooks
  - Personal Statement Samples For Receptionist eBook Subscription Services
  - Personal Statement Samples For Receptionist Budget-Friendly Options
6. Navigating Personal Statement Samples For Receptionist eBook Formats

- ePub, PDF, MOBI, and More
- Personal Statement Samples For Receptionist Compatibility with Devices
- Personal Statement Samples For Receptionist Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Personal Statement Samples For Receptionist
  - Highlighting and Note-Taking Personal Statement Samples For Receptionist
  - Interactive Elements Personal Statement Samples For Receptionist
- 8. Staying Engaged with Personal Statement Samples For Receptionist
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Personal Statement Samples For Receptionist
- 9. Balancing eBooks and Physical Books Personal Statement Samples For Receptionist
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Personal Statement Samples For Receptionist
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Personal Statement Samples For Receptionist
  - Setting Reading Goals Personal Statement Samples For Receptionist
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Personal Statement Samples For Receptionist
  - Fact-Checking eBook Content of Personal Statement Samples For Receptionist
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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