

# 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



47 Kings Road, Basildon, SS99 922



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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 For Receptionist Job Sample

**WJ Hussar**



**Personal Statement For Receptionist Job Sample:**

This book delves into Personal Statement For Receptionist Job Sample. Personal Statement For Receptionist Job Sample is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Personal Statement For Receptionist Job Sample, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
    - Chapter 1: Introduction to Personal Statement For Receptionist Job Sample
    - Chapter 2: Essential Elements of Personal Statement For Receptionist Job Sample
    - Chapter 3: Personal Statement For Receptionist Job Sample in Everyday Life
    - Chapter 4: Personal Statement For Receptionist Job Sample in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, the author will provide an overview of Personal Statement For Receptionist Job Sample. The first chapter will explore what Personal Statement For Receptionist Job Sample is, why Personal Statement For Receptionist Job Sample is vital, and how to effectively learn about Personal Statement For Receptionist Job Sample.
  3. In chapter 2, this book will delve into the foundational concepts of Personal Statement For Receptionist Job Sample. The second chapter will elucidate the essential principles that must be understood to grasp Personal Statement For Receptionist Job Sample in its entirety.
  4. In chapter 3, this book will examine the practical applications of Personal Statement For Receptionist Job Sample in daily life. This chapter will showcase real-world examples of how Personal Statement For Receptionist Job Sample can be effectively utilized in everyday scenarios.
  5. In chapter 4, this book will scrutinize the relevance of Personal Statement For Receptionist Job Sample in specific contexts. The fourth chapter will explore how Personal Statement For Receptionist Job Sample is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, the author will draw a conclusion about Personal Statement For Receptionist Job Sample. This chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Personal Statement For Receptionist Job Sample.

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