

Piyush Sharma

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SUMMARY

Seeking an opportunity to contribute to the efficient operation of the front desk and office by managing multiple tasks simultaneously, maintaining a positive attitude and demonstrating a high level of professionalism and adaptability.

EXPERIENCE

Receptionist | Hotel Candelwood | Dec 2020 - Nov 2023

- Greet and welcome guests as soon as they arrive at the receptionist area.
- Direct visitors to the appropriate way & help them to take the luggage to rooms.
- Answer, screen and forward incoming phone calls from the customers.
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms, and brochures)
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort, and distribute daily mail/deliveries.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Update calendars and schedule meetings.
- Arrange travel and accommodation for the customer from airport to hotel vice versa and vice versa.
- Keep updated records of office expenses and costs.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing.

Research Analyst | Arcgate | Oct 2018 - Aug 2020

- Follow office workflow procedures to ensure maximum efficiency & Maintain files and records with effective filing systems Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Greet and assist visitors when they arrive at the office Monitor office expenditures and handle all office contracts (rent, service etc.) Perform basic bookkeeping activities and update the accounting system Deal with customer complaints or issues Monitor office supplies inventory and place orders Assist in vendor relationship management.

EDUCATION

Masters in Business Administration | Czech University of Life Sciences | 2026 (Continue)

Bachelor's in science | Chemistry | Mohanlal Sukhadia University Udaipur | 2014-2017

LANGUAGE

English (Very Good)

SKILLS

Cross-Functional Collaboration

Multitasking

Communications

Strategic Thinking

Customer Support

Project Management

Supplier Management

Time Management

Enterprise Resource Planning