

عبارات مساعدة لإنشاء سيرة ذاتية موظف استقبال

Receptionist

- Greeted visitors at Corporate Headquarters
- Conducted tours of manufacturing facilities and site operations
- High profile, administrative position
- Directed administrative operations for the hectic reception area
- Met stringent processes and timeliness in overseeing medical records management, admissions, discharges, transfers and theatre bookings
- Managed reception, typing, telephone inquiries, filing, daily banking, mail receipt and distribution
- Centralized contact point for all communications, problems, and administrative inquires posed by health professionals, doctors, patients, and relatives

<http://www.getfreecv.com/receptionist-cv-phrases/>