**Beth**

**Visa status** : Visit visa

**Nationality** : Kenyan

**E-mail** : bath.150073@2freemail.com

# **CAREER OBJECTIVE**

An experienced Receptionist , friendly, polite, hardworking, self-motivated and enthusiastic seeking a new and challenging role within busy a company where I can continue to make use of my excellent interpersonal skills, knowledge and experience to improve customer satisfaction and continue making effective contribution to the company growth while I develop my career and financial growth.

###### PERSONAL ATTRIBUTES

* Ability to multitask.
* Excellent communication skills.
* Courteous.
* Excellent Interpersonal skills.
* Keen and pays attention to details.
* Technical skills.
* Excellent computer skills.
* Honesty and confidentiality.
* Ability to be dependable.
* Ability to prioritize.
* Team player.

#### WORKING EXPERIENCE

**SUPERIOR HOMES-KENYA, NAIROBI Sept 2015 – June 2017**

**Position: Receptionist**

* Welcoming visitors by greeting them upon arrival.
* Answering the visitor’s inquiries.
* Answering incoming calls and directing them to the required staff.
* Personal assistant to the Director.
* Planning meetings and taking down minutes.
* Preparing confidential documents of the company ensuring they remain secure in the database.
* Maintaining all the important documents, files and records.
* Drafting official letters.
* Organizing and scheduling appointments and meetings.
* Organizing and keeping the Directors corporate records in order.
* Ordering and Distributing of office supplies to the staff in different departments.
* Performing clerical duties such as document filing, printing, photocopying, scanning.
* Manning the reception area by issuing visitor badges.
* Maintains safe and clean reception area.

#### EDUCATIONAL BACKGROUND

 **Maadili Institute of Secretarial**: Diploma in Customer Service

 **Falling Waters Secondary**: Certificate in secondary school

 **Maryland School**: Certificate in primary education