**NAOMI**



**Email:** Naomi.182136@2freemail.com

Personal information

**Sex:** Female

**Nationality:** Kenyan .

**Languages:** English and Swahili

Personal Attributes / Profile

* Capable of working under minimal supervision.
* Able to work under pressure with an open mind and a flexible approach to change.
* An industrious and self-motivated individual.
* Excellent communication (both oral and written) skills and interpersonal skills.
* Honest and reliable.
* Creative, innovative and teamwork oriented.

Career Objective

To obtain a position in an institution where my working potential can be tapped and put into good use to make a significant contribution in terms of efficiency, integrity and accountability for the benefit of the institution and society as a whole.

Work Experience

**Date : March 2017 – March 2018**

**Employer : Loshie Creations**

**Position : Receptionist**

* Receive and make telephone calls.
* Marketing products online.
* Receiving and attending to customers in a satisfactory manner.
* Receive orders and preparing for deliveries.

**Date : January 2014 – October 2016**

**Employer : Millennium Airport Hotel Dubai.**

**Position : Coordinator/Office Administrator**

* Coordinate with the front office, the Housekeeping attendant and Supervisor in making ready rooms for check-ins.
* Use of Opera systems to release cleans rooms, hold rooms for maintenance, check profiles and guest request prior to their arrivals.
* Lost and found items handling.
* Use of the FCS system to handle guest request and ensure they are delivered on time
* Use of the Oasys System to manage the payrolls for the Housekeeping department which has over 170 colleagues.
* Use of the e-docs system to prepare and manage the Annual leave planner for the Housekeeping colleagues.
* Prepare Purchase request documents.

**Date : February 2012 – July 2013**

**Employer : Njagi Wanjeru& Company Advocates.**

**Position : Secretary**

* Provide both clerical and administrative support to professionals both as part of a team and also as an individual so as to ensure administration and smooth running of the businesses throughout the industry.
* Help with the coordination and implementation of office procedures and frequently have responsibility for specific project and tasks and in cases oversee and supervise the work of junior staff.
* Provide IT , organizational and presentational services in both written and oral communication skills as well as a the ability to work under pressure.
* Work closely with the managerial staff to provide administrative support on a one-to-one basis.
* Receive and make telephone calls.
* Book appointments for clients.
* Typing, filing and managing of diaries.

**Date : January 2008–February 2012**

**Employer : Geoff Griffiths & Associates. (Material Testing laboratories)**

**Position : Office Administrator**

* Receiving of testing materials and booking them for laboratory tests.
* Arranging the relevant test and ensuring that tests are carried out on time.
* Typing of test results and presenting them to relevant clients.
* Receive and make telephone calls.

Education Background

**Period Qualification / Institution**

**July 2015 to date:** **MBA** **in International Management**, Geneva Business School

**August 2006 - August 2007:** **Certificate in Drawing and Painting**, (BIFA)

**May 2004 - September 2004:** **International Computer Driving License (ICDL)**,

**Jan 1997– Nov 2001: Kenya Certificate of Secondary Education (KCSE**)

**Jan 1989– Nov 1996: Kenya Certificate of Primary Education (KCPE)**,

Availability

Immediately

REFEREES

**Upon request**