**Gulfjobseeker.com CV No:** **1289274**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

PERSONAL INFORMATION

Date of Birth :1st January 1991

Martial status ; Single

Gender ; Female

Languages : English, Swahili, Maasai

PERSONAL PROFILE

* Open minded
* Social
* Hardworking
* Self motivated
* Good communication and organization skills that is easy to adjust from one language to another
* Patient, reliable and flexible
* Willing to learn, abide by the rules and adapt to changes very fast

CAREEER OBJECTIVE

To work in a dynamic and challenging environment that will utilize my knowledge and skills to be able to achieve the company’s goals and learn more and be of value to the society.

I posses a good number of significant achievements within customer service management .Excellent commercial approach to solving problems and optimizing team potentials while pro-actively developing new business strategies and ideas.

WORK EXPERIENCE

2012Mar-2013Jan A COMPANY

 **POSITION ; CUSTOMER CARE**

1. Greeting and receiving guest
2. Responding to customers queries
3. Pick up, deliver and reply mails
4. Provide customers with information regarding products and services
5. Answering telephone calls from customers
6. Ensure that all customers needs are met and they are treated well
7. Making reservation for customers

**2013jan-2013dec:A NETWORKING COMPANY**

**POSITION;CUSTOMER SERVICE**

1. Greeting and receiving guest
2. Respond to queries from customers
3. Pick up,deliver and reply to mails
4. Provide customers with information regarding the services
5. Respond to calls
6. Ensure that customers needs are met.

EDUCATIONAL BACKGROUND

Jul 2011-Nov 2012 : MOI UNIVERSITY

Diploma in Human resources management

April 2011-Jul 2011 : BRIGHTECT COMPUTER COLLEGE

Computer Packages

May 2010-April2011 : MOI UNIVERSITY

Certificate in Human Resource management

2006-2009 : St.JOSEPH’S GIRLS HIGH SCHOOL

Kenya Certificate of secondary education

1998-2005 : KARI MWAILU ACADEMY

Kenya certificate of Primary Education

INTERESTS

* Travelling
* Reading
* Socializing
* Music
* Watching movies