* Citizenship……………………………………..Ethiopian
* Birth Date……………………………………….1986
* Gender……………………………………………Female
* Marital status………………………………….Single
* Visa status……………………………………… Tourist Visa

**CAREER OBJECTIVE:**

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

**PROFESSIONAL EXPERIENCE:**

* **Secretary/Receptionist – IFA Properties**

**Dubai- United Arab Emirates, April 8, 2014-Aug 20,2015**

* Provide front office support and information to the guests.
* Answer telephone and handle incoming and outgoing emails.
* Schedule appointments.
* Mange files record on system.
* Distribute fax and emails to the appropriate clients.
* Coordinate and plan meetings.
* Process paper work.
* Maintain the office space and present an inevitable atmosphere.
* Mange inventory supply equipments.
* Monitor and fulfill stuff needs.
* Order office supplies
* **Executive secretary -Friendship International Hotel**

**Addis Ababa – Ethiopia, Dec 10, 2012- Feb 15, 2014**.

* Provides guests with information about attractions, facilities, services, and activities in or outside the property.
* Makes guest reservations for air or other forms of transportation when requested. Obtains necessary itinerary tickets.
* Makes guest reservations for the theatre and other forms of entertainment when requested. Obtains necessary tickets and provides directions to facilities.
* Organizes special functions as directed by management.
* Arranges secretarial and other office services.
* Coordinates guest requests for special services or equipment with the appropriate department.
* **Receptionist - Bole International Hotel**

**Addis Ababa – Ethiopia, Sep 9, 2009- July 17,2010**

* Great guests and patrons as they arrive
* Ask if guests have prior booking
* Manage the registration process
* Take calls and provide information and transfer calls
* Take reservations over the telephone , through email and in person
* Answer queries regarding the hotel’s services, charges dining facilities, sports facilities and travel directions.

**EDUCATION:**

* **MBA-(Marketing and finance), Osmania University (India) 2010 to 2012**
* Department of Business Management
* Major Marketing Minor finance
* **BA-(Management), Unity University (Ethiopia)-2007 to 2009**
* Faculty of Business and Economics
* Major Management Minor Accounting
* **Diploma in Basic computer courses** from Hoptes computer center. Ethiopia
* **Certificate English proficiency course** from English and foreign language University .India, Hyderabad.(2012)
* **Diploma in United Nations and International understanding** from United Nation institute India, New Delhi(2012)
* **Certificate In Concierge Training**, **IFA Properties, Dubai (UAE) 2015**

**LANGUAGES:**

* English ……………….speak, write and read
* Amharic………………speak, write and read

**HOBBIES:**

* Reading books, Magazine, Newspapers, Fictions and Surfing the Internet.
* Participation in social and community affairs.
* Swimming



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