**Curriculum Vitae**



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**POSITION DESIRED: Sales Executive**

**Personal Profile**

Date of Birth : May 31st 1990

Civil Status : Married

Gender : Female

Language : English

**Career Objective**

Seeking a challenging position in an Organisation as a Receptionist, where I can utilize my skills and experience. Enhance customer satisfaction by adding value to the current services offered to customers.

**Professional Experience **

### Paper fig Restaurant 31 May 2014– November 2015

**Position: Receptionist cum Runner**

**Job Responsibilities:**

* Welcomes visitors by greeting them in person or on the phone
* Answering or referring inquiries.
* Taking and receiving customer orders on phone
* Maintains security by following procedures.
* Issuing visitor badges
* Monitoring logbook
* Giving instructions.

Acadia Hotel Pretoria South Africa

Position: Receptionist April 2011-february 2014

 : Greeted, registered and assigned rooms to guests

 : Processed guest check ins and outs

 : Prepare and complete room and restaurant bills

 : Answering telephone and in-person queries related to hotel services and resolve any issues

 : Assisted guests in storing valuables in secure deposit box

**Educational Background**

* Completed Secondary School

COMPUTER SKILLS: Microsoft office

**Skills and Strengths**

* Excellent customer service skills and demonstrable experience
* Good interpersonal and communication skills
* Confident and Self motivated
* Be able to work individually or as a team with or without supervision
* Flexible and adapt to different working environment quickly
* Ability to work for long hours under pressure