**HALIMA**

**POSITION DESIRED : RECEPTIONIST**

**PERSONAL PROFILE**

**NATIONALITY : KENYAN**

**DATE OF BIRTH : 30/10/1988**

**SEX : FEMALE**

**MARITAL STATUS : SINGLE**

**RELIGION : ISLAM**

**LANGUAGE KNOWN : ENGLISH.**

**OBJECTIVE**

Am at ease with people, posses at attitude, passionately hands-on and driven by results to utilize my talents skills and knowledge in the best possible way for the benefit of my profession and Organization by being remembered as a successful person.

**WORKING EXPERIENCE**

**2014–2015 PROSPER BOUTIQUE**

**POSITION : SALES AND CUSTOMER SERVICE**

**M**y duties were to handle all the customers needs and ensures that they get what they need and are happy and satisfied with my services.

**2011–2013 HOTEL SAPHIRE LTD**

**POSITION : RECEPTIONIST**

My duties were to receive the guests, checking- in and checking–out ,Telephone operation, day to day operation at the reception and checking in. I ensured that all the guest were satisfied with our services and hospitality.

**2009 –2011 HUMANIST RESOURCE NETWORK ORGANIZATION (HURENET).**

**POSITION : RECEPTIONIST**

At HURENET I used to work as receptionist for period of 3 years. Handling of all the customers’ needs by trying to help them with all what they requested for if possible and if not possible I send them to my senior management.

**EDUCATION QUALIFICATION**

-Certificate in Microsoft Computer

-Certificate in Front Office Operation and Administration

-Completed high school and Secondary level.

**HOBBIES**

* Listening to Quran
* Reading
* Travelling

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