####

**CURRICULUM VITAE**

**KIAMBI PURITY NTIBUKA**

**Application applied for the post of front office / Phone Coordinator**

**CAREER OBJECTIVE:**

To obtain a position in an upscale organization, where I would maximize and develop my potential through my ability to work, Quality & customer focused with the drive to achieve results. To seek a challenging & responsible assignment in a reputable organization.

**PERSONAL SKILLS:**

* Dealing with enquiries by phone, in writing or in person
* Looking up information on a computer system
* Filing and photocopying
* Sorting, recording and distributing mail
* Dealing with cash and payments
* Updating computerized and clerical records
* Well spoken, approachable, with great attention to detail & a professional attitude
* Can fluently speak English

**PROFFESSIONAL EXPERIENCE:**

* **Organization :**
* **Designation : Receptionist**
* **Duration : 25-05-2015 to 25-06-2016**
* **Organization :**
* **Designation : Receptionist**
* **Duration : 15-05-2013 to 15-04-2015**

**JOB RESPONSIBILITY:**

* Answer all incoming calls and handled caller’s inquiries
* Provide office support services so as to make sure efficiency
* Respond to guests and public inquiries
* Receive, directed and passed on telephone fax messages
* Direct the employees, guests and general public to the right staff member
* Maintain a sufficient record of office supplies
* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.

**EDUCATION QUALIFICATION:**

* Diploma (Human Resources and Management) from MERU POLYTECHNIC University , Kenya. ( 2009-2012)
* Certificate in Kenya secondary education from st Eugene secondary school, Kenya

(2004-2007)

**COMPUTER SKILLS:**

* Certificate in computer
* Microsoft Office , “MS Excel, MS Power Point & MS Publisher”
* Internet Proficiency

**PERSONAL INFORMATION:**

* Date of Birth : 09-03-1988
* Gender : Female
* Marital Status : Married
* Religion : Christian
* Language Known : English & Kiswahili

**HOBBIES:**

* Reading, Travelling, Swimming & Socializing

**Job Seeker First Name / CV No: 1798926**

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