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|  **PERSONAL INFORMATION** | ADELAJDA ADELAJDA.331060@2freemail.com  |
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|   | Nationality AlbanianCountry & city of residence Dubai, United Arab EmiratesGender Female Date and place of birth 19 September 1991 Durres, AlbaniaAge/ Height / Weight 24 / / 1.60 / / 52  Status/ Children Single / NO |
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| JOB APPLIED FORPOSITIONPREFERRED JOB | Front Office Secretary, Administrative assistant, Guest Relations Officer, Assistant manager |

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|  WORK EXPERIENCENCE  | * **WORK EXPERIENCE IN MANY HOTELS IN ITALY DURING THE SUMMER VACATIONS WHERE I USED TO DO DIFFERENT JOBS SUCH AS: RECEPTIONIST, ATTENDING THE PHONE CALLS AND BEING IN SERVICE OF CUSTOMERS**
* **EXPERIENCE IN WORKING IN HOSPITAL AS RECEPTIONIST/ASSISTANT NURSE AND PATIENT REGISTRATIONS IN ITALY FOR TWO YEARS**
* **WORK EXPERIENCE IN BURJEEL HOSPITAL FOR ADVANCED SURGERIES AS FRONT OFFICE EXECUTIVE (INSURANCES AND PATIENT REGISTRATIONS)**

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**EDUCATION AND TRAINING** **UNIVERSITY OF FOREIGN LANGUAGES, LITERATURES AND ARTS, Pisa, ITALY**

TRAINEESHIP IN TRAVEL AGENCY FOR 2 MONTHS AS TRAVEL AGENT IN ALBANIA

 **SKILLS AND KEY STRENGHTS**

* GOOD VERBAL COMMUNICATION SKILLS COMBINED WITH A WARM PERSONALITY AND GOOD MANNERS
* FRIENDLY, FLEXIBLE AND ADAPTABLE PERSON WHEN WORKING IN TEAM
* GOOD LISTENER, GOOD IN MOTIVATING PEOPLE AND TRY TO ALWAYS MAKE THEM SEE THE POSITIVE SIDE
* CREATIVE PERSONALITY, PERSUASIVE WAYS OF TALKING AND THINKING AND ABLE TO MAKE DECISIONS QUICKLY
* STRONG WORK ETHIC, VERY ORGANIZED, RESPONSIBLE AND ALWAYS PUNCTUAL
* A VERY LOYAL PERSON AND HONEST
* I AM A VERY QUICK LEARNER, HAVE THE ABILITY TO ABSORB QUICKLY EVERYTHING THAT HAPPENS IN MY SURROUNDING AND I AM A VERY GOOD UNDERSTANDER OF PEOPLE’S NEEDS .
* TOLERANT AND VERY PATIENT
* GOAL ACHIEVER, USUALLY WHEN I SET MY GOALS I MAKE SURE I CAN WORK HARD UNTIL I SEE I REACHED THE WANTED RESULT
* NOT AN EASY QUITTER, WHEN I WANT SOMETHING I DO NOT GIVE UP EASILY. THE MORE DIFFICULT SOMETHING SEEMS TO BE REACHED OUT THE MORE I WILL WORK HARDER TO SEE IT HAPPEN.

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|  **LANGUAGES**  |  UNDERSTANDING SPOKEN WRITTEN  |
| ENGLISH | FLUENT |  FLUENT |  FLUENT |
|  | ITALIAN  |  | FLUENT |  |   | FLUENT |  |  | FLUENT |
|  | SPANISH | FLUENT |  FLUENT | FLUENT |
|  | FRENCH |  | MEDIUM  |  | MEDIUM  |  |  |  MEDIUM |
|  | * I CONFIRM ALL THE PROVIDED INFORMATION IS TRUE AND CORRECT
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