|  |  |
| --- | --- |
| **PERSONAL INFORMATION** | ADELAJDA  [ADELAJDA.331060@2freemail.com](mailto:ADELAJDA.331060@2freemail.com) |
|  | |
|  | Nationality Albanian  Country & city of residence Dubai, United Arab Emirates  Gender Female   Date and place of birth 19 September 1991 Durres, Albania  Age/ Height / Weight 24 / / 1.60 / / 52    Status/ Children Single / NO |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| JOB APPLIED FOR  POSITION  PREFERRED JOB | Front Office Secretary, Administrative assistant, Guest Relations Officer, Assistant manager |

|  |  |
| --- | --- |
| 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)** |
|  |  |

**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.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | |
| **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 | | | | | | | | |