***CURRICULUM VITAE***

**Justine**

**Justine.331090@2freemail.com**

**Career Objective**

Seeking an opportunity as a customer service provider with your esteemed organization where my skills and experiences can be utilized for the mutual benefit and I can enhance my knowledge and experience, thereby.

**Working Experience**

Currently Working as a receotionist in Farnek Services LLC.

 **Front office personnel at case medical center Uganda**

 **Receptionist at Sheraton hotel Kampala, Uganda**

 **RESPONSIBILITIES:**

* Responsible for smooth operation of the floor assigned.
* Attending to customer complaints and enquiries
* Answering phone calls and forwarding them to the responsible people
* Entering clients into the data bases
* Achieve positive outcomes from guest queries in a timely and efficient manner
* Ensured that the front desk was well manned and organised
* Maintain and develop good relationship with customers through personal contact.
* Acting as a bridge between the company and its customers
* Distributing mails and sending faxes

**OTHER CERTIFICATES ATTAINED**

* Customer service management
* British Institute of Cleaning Sciences

**Language& skills**

Fluent in English both written and spoken

Microsoft word and excel sheet,internet as well.

Ability to work under minimal pressure

Fast learner

HOBBIES

Playing cricket

Reading books

**Personal Profiles**

Nationality : Ugandan

Marital Status : Single

Date of Birth : 25-10-1989

Sex : Female

Visa Status : Employment visa