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| **Estelle METINHOUE – CV No 2009814**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |

**Estelle METINHOUE**

A confident and dynamic bilingual (French/English) individual with experiences gained in wide range of administrative. Willing to undertake additional training to enhance personal and professional development. Well organized and sociable, enjoys learning new skills and working in a team environment.

# Administrative Assistant

**Work Experience:**

***Feb 2015-to present***

Administrative Assistant/Receptionist for a shipping Company

* Assisting the PA-
* Helping the team with diary management
* Booking trains, flights and accommodations for Sales Managers (London and Liverpool offices)
* Emailing different options for their journeys
* Bookings made via Flight Center
* Printing out Sales Managers itineraries
* Maintaining a smooth running of the office facilities, ordering stationery and supplies (tea, coffee, milk etc.)
* Providing admin support to the HR Manager.
* Sending interview confirmations, rejection letters, typing exit interviews
* Greeting visitors upon arrival and informing relevant staff
* Receiving phone calls and liaising with clients, contractors
* Managing the meeting rooms bookings
* Setting up the meeting rooms (water and coffee)
* Ordering lunch and refreshments for meetings
* Assisting with ad-hoc requests.

***May 2014-feb 2015***

***Oia Global,*** *London*

Receptionist for a Freight company

* Ensuring to be aware of Directors and team movements on a daily basis.
* Greeting visitors upon arrival, and directing them accordingly to meeting rooms while informing relevant staff
* Receiving phone calls and liaising with clients, contractors.
* Handling with customer enquiries.
* Maintaining a smooth running of the office facilities, ordering stationery and supplies (tea, coffee, milk etc.)
* Archiving, filing, any other administration duties as required, preparing meeting rooms.
* Maintaining smooth running of the office facilities.
* Keeping the kitchen area tidy-up

***Feb 2011-May 2014***

***Hilton London tower bridge,*** *London*

Executive Lounge Receptionist for a 5\* hotel

* Welcoming Executive Guests on arrival and assisting them during their stay.
* Offering a refreshment while checking- in guests
* Processing accurately check-ins and check-outs.
* Ensuring the satisfaction of Executive Guests throughout their stay at the hotel.
* Assisting the guests with restaurants and tickets reservations (flights, theatre shows etc.,)
* Stay current with all hotel services as well as VIP requests and special events. (London Musicals, exhibitions etc.)
* Project a professional manner with an emphasis on hospitality and Guest service.
* Inputting contacts, requests and complaints into CRM system

***march 09 –December 10***

***Ch&Co,*** *London*

Office Administrator for a catering company

* Recording the sales transactions on a daily basis.
* Booking restaurants, taxis, national couriers.
* Taking the Morning Meetings Minutes notes.
* Processing invoices unto Excel sheet.
* Printing and filling the stocks sheets weekly.
* Organising travels and accommodations bookings
* Processing Director expenses

***jan 2007– December 2008***

***Crédit Agricole Group,*** *(Bank), Paris*

Marketing Assistant -International Sales Department

* Answering customers enquiries by phone or by e-mail.
* Processing in English and French any requirement or proposal management.
* Managing and monitoring documents (files, applications).
* General secretarial duties.
* Assisting with ad-hoc requests printing, filing, biding documents etc.

***Jan 2003 –November 2006***

***J.c decaux,*** *(Advertising Agency), Paris*

Marketing Assistant-Sales Department

* Marketing Assistant worked for two Sales Managers.
* Managing and administering national contracts including financial management.
* Answering telephone enquiries from potential customers and advertising agencies.
* Following up all the campaigns and promotions and setting up new accounts.
* General secretarial duties.
* Assisting with ad-hoc requests printing, filing documents etc.

## **Skills**

* IT literate -good knowledge of MS Office suite
* Well presentable
* Can do attitude
* Ability to work individually/ as a part of a team
* Effective and supportive team player
* Prioritize work and meet deadlines

**Languages:**

French: native speaker

English: fluent

**Education**

**2014**

Business& Administration Certificate (NCFE Level 2), London

**2000 – 2002**

BTS Assistante de Direction (2 years technical degree Personal Assistant), Paris

**1998 – 2000**

Baccalauréat Professionel (A level), Paris

**Interests:**

Event organiser (Fashion and Well-being)

**Africa on the Square: 2014 & 2015 (1st fashion show)**

References available on request

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