

Contact HR Consultant for CV No: 341908

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Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**SUMMARY**

I am highly motivated and hardworking person with at least 6 years experience in cutomer care and hospitality industry. I am very confident and charming professional who excels at multitasking and prioritizing competing needs simultaneously all at once, following through to achieve the set target. I have exceptional English communication skills.

**SKILLS**

* Exceptional English oral and written communication skills
* Ms Office proficient (Ms Word, Outlook)
* Result oriented
* Customer handling
* Customer retention
* Organizational skills
* Ability to work under pressure under minimum supervision

**EMPLOYMENT HISTORY**

**WAITRESS – The Tribe Hotel – Kenya**

January 2013 - February 2015

***Responsibilities***

* Attended monthly staff meetings and training sessions
* Assisted customer in menu determinations
* Served dishes at tables according to order
* Managing day to day operations of the office
* Provided customer service for up to 80 customers everyday

**FRONT OFFICE RECEPTIONIST – Panari Hotel – Kenya**

April 2015 – December 2016

***Responsibilities***

* Assisted customers to check-in
* Good listener
* Providing transport pick up and drop
* Ability to work in competitive environment
* Making check-out procedures

**EDUCATION**

Ordinary education level – Kenya

Hospitality and customer care – Brendan Consultant College

**INTERESTS**

Watching sports, reading novels, listening to music, swimming& travelling

**REFEREES**

Upon request