CURRICULUM VITAE

Name : JULIA

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**Position** : **CUSTOMER SERVICE / SALES**

**SUMMARY OF KEY SKILLS AND COMPETE**

Self-motivated, great team player, ambitious, confidence, innovative, result oriented with analytical and interpersonal skills.

**DETAILED TASKS ASSIGNED**

I am enthusiastic, competent hotelier who enjoys long part of as well as leading a successful and productive team. I am quick to grasp new ideas, concept and to develop new innovative and creative and creative solutions to problems. I am able to work well on my own initiative and can demonstrate high levels of motivation to meet required deadlines, even under significant pressure; I pose a strong ability to perform effectively.

**PERSONAL DETAILS**:

Nationality **:** KENYAN

Marital Status **:** SINGLE

Visa status **:** VISIT VISA

Languages **:** ENGLISH, SWAHILI

**WORK EXPERIENCE:**

FRONT OFFICE ASSOCIATE *@* AMAZON TYRES LIMITED (2015 – 2016)

SALES REPRESENTATION AND RUNNING ERRANDS@ ASALI AGENCY LIMITED (2013 – 2014)

With over three year’s solid experience in Customer service, along with strong customer facing, administrative, interpersonal and organizational skills. Now seeking to respond to new challenges in the international hospitality market and contribute to effective, efficient management of your organization in the retail and hospitality sector.

**ACHIEVMENTS:**

* Successfully achieved organizational targets by maintaining a clean and friendly environment.
* Significantly cut the number of complaints received from the customers which led to improved classification of the outlet amongst the cleanest luxury hotels in the region.
* Amongst the Team awarded for outstanding customer services.

PERSONAL ATTRIBUTES:

* Punctual, Honest and friendly, good communication skills.
* Able to relate with other people regardless their diverse cultural background.

**EDUCATION BACKGROUND:**

**Year Area of learning institution**

**2016** **:** Timeless College

**Course** **:** Beauty Specialist, Anatomy and Physiology and Holistic Massage

**2012** **:** Senior Chief Koinange Girls Secondary School

**PERSONAL INTEREST:**

* Swimming, playing soccer, Reading journals, traveling…

**REFERENCES:**

* To be availed upon request.