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**AGNES**

**AGNES.364294@2freemail.com**

**OBJECTIVE:** Seeking a position as a receptionist within your organization. Offers exceptional skills and knowledge.

Education background

Institution Year Award

Nkumba University Uganda 2013-2016 Bachelor of office management and secretarial studies

Baptist High School Kitebi 2010-2011 U.A.C.E

**Work experience**

**Supervisor customer care**: Crown Hotel Juba from 2016 April to date.

* Handling online bookings for conferences and accommodation
* Monitor the personnel daily for effective service delivery
* Making invoices and clearing receipts
* Replying emails and carry out after sale services

**Receptionist/ Telesales agent** Scoop trust organization from 2013 November to April 2016

* Receive all calls while on duty
* Making follow up and closing of sales through telephones
* Setting up appointments for field sales agents
* Recording of sales made per day
* Managing the stock in and out

**Personal achievements**

* Acted as a first aid volunteer
* Giving back to community as a member of Rotaract Uganda chapter
* Captain of the school football team
* Secretary of the drama club

