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**kajura**

[**kajura.366042@2freemail.com**](mailto:kajura.366042@2freemail.com)

**UGANDA ADVANCED CERTIFICATE OF EDUCATION– Uganda**

**CAREER SUMMARY – Objective**

A highly personable, competent, and team spirited professional with over **5 years** of experience in receptionist/Customer Service /waiter. Have sound experience in dealing with customer service related issues & managing teams in order to derive the required market demand, revenue and profit of the organization.

**Objective** is to work in an exciting and professional environment that offers personal development & growth opportunities. Help in the achievement of company’s goals through professional ethics, sincere commitment and hard work.

**Core Competencies**

|  |  |
| --- | --- |
| * People & Team management | * Customer Service |
| * Negotiation & Communication skills | * Sales Coordination |
| * Problem solving ability |  |
| * Administration |  |
| * Organisation skills |  |

**Educational Credentials**

High School Graduate with a Uganda Advanced Certificate of Education Certificate – Uganda

**Professional Experience**

**Khidmah (Abu Dhabi) (MAY 2014– JUNE 2016)**

**Responsibilities**

* Providing executive support to administration.
* Maintaining cleanliness in the office premises.
* Prepare company meeting rooms.
* Part of the Cleaning crew
* Receiving office supplies.
* Handling cleaning tasks like parking jet wash, general cleaning both in interior and exterior as requested by my supervisor or else as necessary.
* welcoming guests providing great customer services to them as I pass over their requests to whom it may concern
* Providing office assistance as requested by the hierarchy

**WAITER {UGANDA} FROM JANUARY 2010 T0 DECEMBER 2011**

**Responsibilities**

* Serving food and beverage to the customers in the hotel.
* Taking the order from the customers with the hotel.
* Arranging special parties in the hotel.
* Cleaning the tables in the hotel.
* Explaining about the menus to the customers.

**RECIEPTIONIST {UGANDA} FROM FEBUARY 2012 TO MAY 2013**

**Responsibilitie**s.

* Door opening using computer and intercom answering.
* Keeping watch of the any visitors when entering and leaving the premises.
* Ensuring the safety and security of the premise accordingly.
* Greeting guests with a smile, welcoming the guest to the hotel and arranging reservations.
* Deliver excellent customer service at all times.

EUROPEAN INTERNATGIONAL COLLEGE ABU DHABI ( UAE )

OFFICE ASSISTANT

Responsibility

Maintains office operations by receiving and distributing communications

Maintain supplies and equipment

Picking up and delivering items

Serving customers

**Additional Skills**

* Excellent communication & leadership skills.
* Efficient team player with team building skills.
* Time management skills.
* Best negotiation & communication skills.
* Event management skills.
* Highly energetic and self-motivated resource.
* Creative problem-solver and achiever with convincing skills.

**Reference**

Will be furnished upon request