**CURRICULUM VITAE**

****NAMPEERA

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Address: Dubai, UAE

Nationality: Ugandan

Language: English/Luganda

Visa status: Visit visa

**RECEPTIONIST/FRONT DESK**

**Objective**

I am an intelligent, honest, adaptable, resourceful, innovative and responsible person with considerable knowledge of administrative and office management skills. Am well presented and a quick learner who absorbs new ideas and provides solutions to customer problems. I am able to establish good working relationships with a range of different people. I am looking for a customer care and management position with a growing and ambitious company where I can apply my skills to increase the company’s reputation and ensure good office management practice.

**Working Experience**

RECEPTIONIST NEW WORLD HOTEL UGANDA 2016-2017

RECEPTIONIST MALAKAI ECO LODGE 2015-2016

Duties:

* Welcoming visitors with a smiling face
* Checking in the arriving guests and checking out the departing guests n a friendly manner
* Providing visitors with information regarding the hotel services
* Registering guests and assigning them rooms
* Directing visitors
* Making sure that the reception area is clean, tidy and conducive for visitors
* Ensuring safety of visitors and their luggage
* Completing procedures when guests arrive and leave
* Performing related tasks to the administration as they arise
* Taking and passing on message to guests
* Storing valuable items of guests
* Dealing with special request from guests
* Attending to phone calls and connecting them to the required person

**Key skills**

* Customer care
* Team work
* Communication skills both written and verbal
* Excellent computer skills (Ms office)
* Excellent interpersonal skills
* Flexibility

**EDUCATION BACKGROUD**

Bachelors degree 2017

Uganda advanced certificate of education 2012

Uganda certificate of education 2010

**Interests/hobbies**

* Socializing
* Sharing ideas
* Swimming
* Traveling

**REFEREE**

Will be available on request