**CURRICULUM VITAE**



NDAGIRE

**POSITION DESIRED: RECEPTIONIST /FRONT DESK**

**PERSONAL PROFILE**

**Date of Birth**  **: 04-03-1992**

**Civil Status :** Single

**Gender : Female**

**Visa Status :** Visit Visa

**Nationality** **:** Ugandan

**Language :** English

**EMAIL.** **Ndagire.380841@2freemail.com**

CAREER OBJECTIVE:

Seeking a challenging position in an organisation where I can utilise my potential to carry out assigned duties effectively and add value to current services offered to our clients.

*EXPERIENCE* : SUN AND SKY HOTEL IN DUBAI(06-05-2017)

* Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Direct visitors by maintaining employee and department directories; giving instructions.
* Maintain security by following procedures; monitoring logbook; issuing visitor badges.
* Maintain telecommunication system by following manufacturer's instructions for house phone and console operation.
* Maintain safe and clean reception area by complying with procedures, rules, and regulations.Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contribute to team effort by accomplishing related results as needed.

Receptionist Skills and Qualifications:

Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management

2010-2012 CUSTOMER SERVICE REPRESENTATIVE

JUDE COLOR SOLUTIONS UG LTD

- Manage large number of incoming calls

- Generate sale leads.

- Identify and assess customer need to achieve satisfacton

- Build sustainable relationship and trust between customers through open communication.

- Meet customer service and sales targets set by the sales team.

- Handle customer complaints and provide appropriate solution with a time frame.

- follow communication procedures and policy

EDUCATION

Buchalars of business computing

**REFERENCES**
Available on request