**CURRICULUM VITAE**

**NAME : AGATHA**

**NATIONALITY : KENYAN GENDER : FEMALE**

**VISA STATUS : ON TOURIST VISA**

**LANGUAGES : ENGLISH**

**MARRITAL STATUS : MARRIED EMAIL :** [Agatha.381469@2freemail.com](mailto:Agatha.381469@2freemail.com)

**EDUCATIONAL QUALIFICATION**

* **2010- 2015 : Emirates Aviation in Fire Safety Training.**
* **2004 -2007 : Montessori Diploma in Early Childhood Teaching Course.**
* **2000-2003 : Port Reiz Academy Certificate of Secondary Education.**
* **1995-1999 : Umoja Primary Certificate of Primary Education.**

**WORK EXPERIENCE**

**2017– TO DATE - Mamba village Mombasa (Kenya).**

**2010 –May 2016 TRANSGUARD GROUP LLC**

**POSITION – RECEPTIONIST AT EMIRATES FLIGHT CATERING**

* **Meeting and greeting clients.**
* **Booking meetings.**
* **Keeping the reception area tidy.**
* **Answering and forwarding phone calls**
* **Directing visitors by maintaining employee and department directories.**
* **Monitoring logbooks and issuing visitors budges.**

**KEY SKILL**

* **Quick learner and has the ability to quickly adjust to new situations.**
* **Ability to work under pressure in a competitive marketing environment.**
* **Willingness to take immediate responsibility.**
* **Enthusiastic and self motivated.**
* **Coachable and willing to help train and develop other staff**
* **Good communication skills.**

**MY INTREST**

* **Learning new things**
* **Socializing**
* **Travelling**
* **Reading**

**REFERENCE**

**Available upon Request**

**A highly motivated energetic individual with good representation, communication and interpersonal skills .Capable of handling jobs independently in an efficient and organized manner with minimal supervision.**