**Curriculum Vitae**

**Name:** Theresa

**Email**: [theresa.3882844@2freemail.com](mailto:theresa.3882844@2freemail.com)

**Position Applied**: Receptionist / Office Assistant

**PERSONAL PROFILE**

Well presented with exceptional customer service skills, and the ability to provide an effective reception and switchboard service. I’m able to work under pressure in a quick paced fast moving environment and also to receive guests on arrival in a friendly, helpful and approachable manner. I am able to be integral member of administrative and clerical team, and can follow instructions and also have a willingness to learn. I am currently looking for a suitable receptionist position with a progressive company.

**WORK EXPERIENCE**

**OCS Facility Management – Al Wasl, Dubai**

**Duration**: 01 April 2016- Present

**Designation**: Housekeeping operative

**Awarded**: Employee of the Month- **May2016**

**Responsibilities**

* Organizing to ensure the highest degree of cleanliness & guest satisfaction.
* Conduct pre-event inspections of all rooms, prior to Client’s arrival
* Immediately reports any damage, broken items, non-functioning lights, and any other item not under the responsibility of the Services Department to the Housekeeper Supervisor

**SUNEJ GLOBAL NIGERIA Limited – Ibadan, Nigeria**

**Duration**: 17 September 2014 – 20 February 2016

**Designation**: Receptionist

**Responsibilities:**

* Trusted to coordinate complex domestic and international travel arrangements for executives, including Vice Presidents. Organized calendars and schedules to align with executive needs and company goals. Trained administrative staff on policies and procedures. Created compelling presentations for company meetings.
* Regularly acknowledged by leadership for timeliness and attention to detail.
* Spearheaded transition from paper invoices and DOS-driven Peachtree to QuickBooks and Point of Sale system, training all employees in newly implemented technologies.
* Demonstrated flexibility and superb work ethic in enthusiastically taking on special projects in addition to primary office administration responsibilities.

**CASSYS SIGNATURE – Lagos, Nigeria**

**Duration**: 24 January 2012 – 26 July 2014

**Designation**: Receptionist

**Responsibilities:**

* Answering all incoming calls / emails and re-routing them to relevant parties.
* Meeting and greeting visitors ensuring they are signed in and inducted.
* Opening, distributing, collecting and taking the post.
* General administration duties, photocopying, filing etc.
* Dealing with any enquiries at the reception.
* Data entry onto internal systems.
* Reporting any problems to the office manager.
* Dealing with car park requests and hospitality requirements.
* Ensuring that the reception area is tidy and clutter free.
* Monitoring stationary stock and reordering when required.
* Operating a computer system and switchboard

**ACCOMPLISHMENT**

**Award:** Employee of the Month- **May 2016**

**EDUCATIONAL BACKGROUND**

**July 2017 I.O.S. H** (Institution of Occupational Safety and Health) - UAE

Obtained **Safety & Health diploma**

**November 2010J.A .B**(Joseph Ayo Babalola) University – Nigeria

Obtained **Bachelor Sciences (Communication)**

**EXTENDED KNOWLEDGE**

**Advanced Knowledge in:** MS Word, PowerPoint, MS access, Publisher, Excel

**PERSONAL INFORMATION**

**Language**: English, Yoruba

**Hobbies**: Reading, Traveling, cooking.