**CURRICULUM VITAE**

**Name: Christian**

**Email I D:** [**Christian-392102@2freemail.com**](mailto:Christian-392102@2freemail.com)

**PERSONAL SUMMARY:**

Possess excellent written and oral communication skill, very smart and observant, A Proactive and Industrious Person, Self-Motivated, Team player with excellent organizational skills, Innovative and likes taking up challenges, Ability to work under pressure without supervision.

Seeking a challenging position where related experience and abilities create conditions to practically contribute my skill, knowledge and my quota to the hospitality industry.

**WORK EXPERIENCE:**

**Rixos premium hotel (Dubai) 15thMay 2017**

Hospitality specialist (**Employee)**

**Wakanow.com (Travel and tour)**

DirectSalesRepresentative **(Employee). Jan 2015- Dec 2015**

**Ghana Collage of Physicians and Surgeons2013 - 2014**

**Front Office Personnel (Internship)**

* Handle telephone calls (internal and external) in professional manner and ensure messages are passed on as quickly and efficiently as possible.
* Follow up on all forwarded guest requests and log the time and person who completed the task and report any equipment failures.
* Ensure complete courtesy, friendliness and professionalism at all times. Smile! Also on the phone.
* Coordinating cleaning and organizing general services.
* Advising on energy efficiency and cost effectiveness and ensure roofs and elevators have update inspections.
* Ensure proper filing system is in place for filing of guest records and handling guest daily request as per procedures and ensure a good professional co-operation.

**EDUCATION, WORK EXPERIENCE & CERTIFICATIONS**

**BSc in Hospitality management and Tourism2014-2016**

Ghanainstituteofmanagementandpublicadministration**(GIMPA)**

**HND Hotel, Catering and Institutional Management. 2010-2013**

Ho Technical university

**Presbyterian Secondary School** (OSU) **2000-2002**

**Labone S.D**.**AJuniorHighSchool**  **1997-1999**

**IT Certificate in Hardware and Software**

**OTHER EXPERIENCES**

* Network Installation, hardware and software systems &Troubleshooting a variety of computer issues.
* Setting up computer security measures.
* Configuring computer networks.
* Offering technical support on-site or via phone or email.
* Typing.
* Security