Catherine

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# DUBAI, U. A. E

C:\Users\DELL\AppData\Local\Temp\ksohtml17436\wps1.png**OFFFICE GIRL**

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* Seeking for an Office Girl job in a corporate office where I can utilize my administrative skills and adapt new abilities. I have gained quality experience over the years of working in the office environment, and I believe I will be a great asset to your organization.

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|  |  |  |
| --- | --- | --- |
| * Strong work ethics | * Detail oriented | * Dedicated to   excellence |
| * Organizational skills | * Basic Knowledge of operating office equipment | * Quick learner |
| * Outstanding interpersonal skills | * Good team player |  |

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**Position** : Office Girl

**Company** : Group of office in Nairobi- Kenya

**Duration** : 2014 - 2017

**Position** : Office Assistant

**Company** : Kenya Tourism Board, Nairobi- Kenya

**Duration** : 2018 till date

# DUTIES:

Disseminating details through phone, fax, and email.

Organizing and keeping the files.

Making and serving coffee to office workers.

Welcoming, greeting and directing the office visitors.

Collecting and distributing documents.

Helping the staff with any other task which may arise

Updating the schedules and calendars.

Dealing with the inquiries from the visitors where appropriately

Training new staff members about office assistant job.

Cooperating with work force to perform work well.

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 High School Certificate – Lema Girls High School, Machakos - Kenya

C:\Users\DELL\AppData\Local\Temp\ksohtml17436\wps9.png Graduate Diploma – Nairobi Aviation College, Nairobi - Kenya

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# Date of Birth: 25th/November/1985 Citizenship : Kenya

**Gender : Female Marital Status : Single Language : English**

**Visa Status : Visit Visa**

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I hereby declare that the above information is true to the best of my knowledge and belief and nothing has been concealed or distorted.