Catherine

**Email:** Catherine-395367@gulfjobseeker.com

# DUBAI, U. A. E

**OFFFICE GIRL**





* 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
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| * 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.



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

 Graduate Diploma – Nairobi Aviation College, Nairobi - Kenya



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

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

**Visa Status : Visit Visa**



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