#

**PROFILE**

 Date of birth: 28 November 1994

 Height “5” “6” weight 51

 Chocolate color, Ugandan,

 **POSITION APPLIED:** RECEPTIONIST

A well presented, professional and confident in customer service. Have an outgoing personality, self motivated and comfortable working in a fast paced environment with the ability to work with a multi cultural team. Possess a heart for excellent customer service and prepared to take on any task. I’m looking to continue my career in the service industry and use my experience to contribute to a fast growing company.

**WORK EXPERIENCE:**

 ROLE PLACE YEAR

 Receptionist Serena hotel 2013

Customer care agent tourist hotel 2014

**RESPONSIBILITIES FOR RECEPTIONIST**

* Welcoming visitors by greeting them in person or on telephone, answering or referring inquiries
* Directs visitors by maintaining employee and department directories, giving instructions.
* Maintains security by following procedures, monitoring logbook, issuing visitor badges.
* Providing great customer service to customer coming in

**EDUCATION:**

 2014-2015 career institute diploma in International air transport association (IATA)

 2012-2013 Ntinda view college Uganda advanced certificate of education (UACE)

 2008-2011 Kakungulu high school Uganda certificate of education (UCE)

**ACHIEVEMENTS / AWARDS:**

 - Certificate in communication skills

 -Certificate in customer service skills

**LANGUAGES:** - English fluent

 - French basic

 - Luganda fluent

**INTERESTS/ HOBBIES: -** swimming

 -traveling and meeting new people and cultures

 -learning new languages

 - Experiencing new things like food, weather, and cultures

 **First Name of Application CV No :** **482508**

Whatsapp Mobile: +971504753686

