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**EUNICE VIVIAN OBBO**

**Tel:** 0524565079

**E-mail: euniceobbo@gmail.com**

**Current location:** Dubai U.A.E­­­­­­­­­­­­­­­­­­­­­ Visa**:** Tourist Visa

**Career Objective**

I am seeking an opportunity where my skills, competences and experience can be utilized to yield results and growth for both the organization and my career.

**WORK EXPERIENCE*.***

**AMICUS NAIROBI : January2015 To May2015**

**Receptionist – Amicus College/ kindergarten**

1. Welcomes and assists their visitors according to Brand Standards.

2. Ensures prompt, efficient and updated recording of mail, parcels, messages and visitors.

3. Maintains a perpetual presence at the Front Desk throughout the hours of the shift.

4. Remains observant, notes preferences of the guests, and responds accordingly to inquiries & requests.

5. Greets and assists residents and visitors following standards either in person, email or on the phone.

6. Greets all residents and guests courteously, using their names whenever possible.

7. Assists guests with enquiries regarding Institution.

8. Reports suspicious people, behaviour, parcels and vehicles to Security.

9. Ensures adherence to AMICUS Code of Ethics.

10. Ensures a complete and comprehensive handover is given to the next shift.

10. Ensures follow up on any outstanding items on the handover report and takes ownership.

**FAHARI HOTEL NAIROBI: JUNE 2014 to DECEMBER 2014:**

**Hotel Representative**

1. Conduct concierge induction training for all new employees, assessing their capabilities and suitability prior to deployment.
2. Ensure that all staff are aware and trained to follow set healthy and safety policies and procedures.
3. Develop and maintain favorable working relationships with all other employees, clients and residents to foster and promote a cooperative and harmonious working environment
4. Assist in transition management of new contracts and developments.
5. Make certain that assigned concierge tasks are carried out safely and in accordance with concierge SOPs and procedures.
6. Conducting daily assessment of the staff to check their grooming standard are in line with the company requirement.
7. Compile detailed site inspection reports, recording all findings both positive and negative and recommend suggested areas for improvement both in operational changes and financial activities.

**SHREEJI ENTERPRISES (K) LIMITED**: **Aug 2013 – June 2014**

**Receptionist.**

1. Greeting and welcoming guests and employees and attending to their requests promptly.
2. Controlling the switchboard i.e. receiving incoming calls and making outgoing calls.
3. Handling petty cash i.e. recording daily petty cash transactions.
4. Answering customers questions on the spot or via telephone.
5. Filling purchase documents.
6. Outstanding in acquiring and retaining clients.
7. Conducting any other duty as required by the management.

**Academic Background**

* **2012-2013:** AMICUS COLLEGE AND KINDERGARTEN:-(DILPLOMA IN EARLY CHILDHOOD EDUCATION)
* **2011:** LOLIM COMPUTER COLLEGE :-( Certificate in Computer packages).
* **Jan 2001 -Nov 2010:** KAJJANSI PROGRESSIVE SCHOOL (Uganda):-(Certified High School Level

Education)

* **Jan1993 – Nov 2000:** KYATEREKEKA PRIMARY SCHOOL (Uganda) :-(Certified Primary School Level

Education)

**Skills and Achievement**

* Awarded ICT certificate in College
* First Aid

**Personal Data**

Gender: Female

Date of birth: 10 AUG 1992 Language: English, Luganda

Marital Status: Single

**Hobbies**

Travelling

Swimming

Reading

Socializing

**Professional Referees: Available upon request**