**NGASSA**

Al Rigga Dubai, U.A.E

Email: [ngassa.278175@2freemail.com](mailto:ngassa.278175@2freemail.com)

**IMMEDIATELY/ AVAILABILITY**

**RECEPTIONIST**

**CAREER OBJECTIVES**

*Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and expertise, where I can grow with the organization and prove to be an asset for its effective functioning, be a team player for the achievement of organizational goals and its success.*

**SKILLS**

* Preserving and hard working.
* Demonstrate ability to develop relationships with customers and co-worker
* Good communicational and interpersonal skills.
* Competitive, dependable, responsible and trustworthy.
* Highly motivated and hardworking individual, skilled in problem solving, responsible, efficient with an excellent work ethics.
* Ability to work under pressure and minimum less supervision.
* Ability to motivate others and provide interpersonal skills to encourage others to self-motivation, willing to set goals and work to achieve them.

**EDUCTIONAL ATTAINMENT**

UNIVERSITY : ARAB INSTITUTE FOR ACCOUNTANTS & LEGAL

COURSE : HOTEL AND HOSPITALITY MANAGEMENT

YEAR : NOV 2015 - 2016

**WORKING EXPERIENCE**

COMPANY : FERRARI HOTEL IN DUBAI UAE

POSITION : RECEPTIONIST

YEAR : 2013 - 2015

COMPANY : MONT FEBE HOTEL, CAMEROON

POSITION : RECEPTIONIST

YEAR : 2012-2013

COMPANY : SAWA HOTEL, CAMEROON (DOUOLA)

POSITION : RECEPTIONIST

YEAR : 2011-2012

**DUTIES AND RESPOSIBILITIES**

* Perform office administration and clerical duties.
* Operate telephone switchboard and answer and transfer calls.
* Take messages and communicate to appropriate employees.
* Greet visitors and escort them to appropriate office or person.
* Respond to visitor’s questions professionally and courteously.
* Sort and distribute incoming mails and handle outgoing mails.
* Place outgoing calls and conference calls as needed.
* Draft, review and proofread office documents.
* Perform basic data entry when needed.
* Order and stock office supplies.
* Operate and maintain office machines including printers, copiers, and fax.
* Maintain reception area clean and organized.

**PERSONAL INFORMATION**

DATE OF BIRTH : 22 APRIL 1987

NATIONALITY : CAMEROON

MARITAL STATUS : SINGLE

RELIGION : CHRISTIAN

LANGUAGES : ENGLISH & FRENCH

VISA : TOURIST VISA

***I hereby certify that the above information mention is true and correct to the best of my knowledge and belief.***

**NGASSA**