CURRICULUM VITAE

**DORCAS**

# APPLYING FOR THE POST OF RECEPTIONIST/ BUS ATTENDANT/ TEACHING ASSISTANT

**CAREERS OBJECTIVE**

An enthusiastic and committed receptionist seeking a position with your company to bring professionalism and poise to their front line. Proven efficiency in operating a multi-line telephone system, providing clerical support and dealing capably with customers. Details orientated and highly organized with a desire to meet exceed visitor expectations.

# PERSONAL INFORMATION

* Date of Birth: November, 01,1988
* Civil Status: Single
* Gender: Female
* Language: English &amp; Mother Language
* Nationality: Nigeria
* Visa Status: Employment

# ACADEMY QUALIFICATION

* West Africa Examination Council (High School) 2011
* National Diploma (SCIENCE LABORATORY TECHNOLOGY)

# 2013

**WORKING EXPERIENCES**

4years UAE Experiences

Organization: The Avenue Suites Lagos Position: Front Desk Attendance

Duration: 23th Oct, 2011 – 2nd Nov, 2013

# Duties;

* Check guest in and out of their rooms
* Answer any questions guest have
* Make recommendations for activities and restaurants
* Stores any luggage guests have
* Answer the phone and direct the call
* Take reservations on the phone
* Arrange transportation for guest
* Maintain the record of guests that have checked in and out

Organization: The British Investment company Lagos

Position: Receptionist

Duration: 3rd Mar, 2014- 30th June 2015

# Duties;

* Serves visitors by greeting, welcoming, and directing them appropriately.
* Notifies company personnel of visitor arrival.
* Maintains security and telecommunications system.
* Informs visitors by answering or referring inquiries.
* Directs visitors by maintaining employee and department directories.
* Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
* Operates telecommunication system by following manufacturer’s instructions for house phone and console operation.
* Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
* Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.

Organization: Al Rahba Entertainment Club Abu Dhabi UAE Position: Waitress

Duration: 2nd May, 2015 – 7th June, 2017

# Duties;

* Greet and escort customers to their tables
* Present menu and provide information when asked
* Prepare table by setting up linens, silverware and glasses
* Inform customers about the days specials
* Offer menu recommendations upon request
* Up sell additional products when appropriate
* Take accurate food and drink orders using a POS ordering software, order slips by memorization

Organization: Iwash Cleaning Services Position: Housekeeping

Duration: 19th Mar, 2018 – Till Date

# Duties;

* Dusting and polishing furniture and fixture
* Cleaning and sanitizing toilets, shower, bathtubs, countertops, and sink
* Maintaining a clean and sanitary kitchen area
* Making beds and changing linens
* Washing windows
* Vacuuming and cleaning carpets and rugs
* Sweeping vacuuming, polishing, and mopping hard floors
* Sorting, washing, loading and unloading laundry

# PERSONAL

* A good team leader
* Pay attention to details
* Able to work shift
* Have a meticulous and efficient work ethnic

**KEY SKILLS AND COMPETENCE**

* + Competitor analysis and results oriented
  + Friendly, polite and helpful
  + Excellent human relation
  + Ability to deliver on time
  + Smart and well groomed
  + Excellent customer service
  + Strong interpersonal skills to deal effectively
  + Healthy, fit, clean and neat
  + Able to thrive under pressure
  + Computer literate

**Personal Contact** : [dorcas-396342@2freemail.com](mailto:dorcas-396342@2freemail.com)

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