**CURRICULUM VITAE.**

**Gulfjobseeker.com CV No:** **49032**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

**CUSTOMER SERVICE.**

**PERSONAL INFORMATION.**

Language: English,Kiswahili.

Gender: Female.

Marital Status: Single.

Nationality: Kenyan.

**CAREER OBJECTIVE.**

* To work in an organization that is challenging and fun, and to bring about the company’s long term ambition and increase the company’s profitability.

**WORK EXPERIENCE.**

**1.Millennium Plaza Hotel Dubai (October 2013 To Date )**

***Position*:Waitress.**

***Duties.***

* Welcoming and Sitting guests according to their preference.
* Timely Processing of orders by passing them to the chef.
* Bringing orders to the table and serving the guests in all manners possible.
* Cleaning all tables, chairs, cutlery etc and ensuring they are properly organized as required by the manager.
* Handling customers queries and ensuring they are attended to.
* Carrying out any other duties as delegated by the Manager.

**2.Thika Tex Clothing (January 2011 – December 2012 )**

***Position:Sales Representative.***

***Duties.***

* Welcome customers as they enter and thank them as they leave.
* Assist customers in locating what they are looking for.
* Call other stores to find desired items.
* Bag or package purchases and wrap gifts
* Develop and maintain a good relationship with existing customers.
* Clean shelves, counters and tables.

**3.Central ComputersCompany (July 2008 - July2010)**

It is a private company that opened office in 2008,The company has two branches in Kenya and deals with sale of computers and computer accessories.

***Position:Sales Representative.***

***Duties.***

* Visiting potential customers for new business.
* Providing customers with product and service information.
* Identifying new markets and business opportunities.
* Providing customers with quotations.
* Responding to customers enquiries.

**EDUCATIONAL BACKGROUND.**

 **1. Kenya School of Professional Studies(2004 - 2006)**

 **-**Ms.Word,Excel,Access,Powerpoint,Typing,Pagemaker,

 Internet & E-mail,Keyboarding.

 - Diploma in Business Administration course.

 **2.Maryhill Girls High School(1998-2001).**

 **-**Certificate of Secondary School Education.

**KEY SKILLS:**

* Good customer care skills when handling customers either in person or on phone.
* Efficient in handling customers and attending to their needs and requirements as necessary.
* Very good communication and interpersonal skills.
* Reliable team player capable of working well with people of different backgrounds and culture.
* Prompt in giving feed back.
* Quick learner who easily motivates others to enhance productivity and value addition to the employer.
* Diligent and capable of working for long hours with minimum supervision.

**FUNCTIONAL EXPERIENCE.**

* Customer service.
* Sales and marketing.

**HOBBIES.**

* Travelling.
* Community work.
* Listening to music.
* Swimming.
* Socializing.

**REFERENCE.**

Upon request.