

	Curriculum Vitae	
	Career Objective	
	To work in a reputable organization both national and international where organizational objectives are well defined and my abilities and skills are efficiently utilized with or without supervision.	
	Educational Background	
	<ul style="list-style-type: none"> • • • 	Diploma in Hospitality Management Certificate in Computer Science High School Certificate
Personal Profile Name : Esther Givens Birungi Sex: Female Nationality: Ugandan Visa : Visit Visa Phone Calls +971 529 804 083 What's app +256 772 444 997 Date Of Birth : 11 th , Jan,1998 Email address: birungiesther98@gmail.com Languages <ul style="list-style-type: none"> • English • Spanish • Basic Arabic Referees Available upon request	Professional Development	
	<ul style="list-style-type: none"> • • • 	Specific important communication skills (customer handling) Team player Transferable skills
	Work Experience	
	RECEPTIONIST AT SIMBA CASINO , 2 YEARS Responsibilities: <ul style="list-style-type: none"> • Receiving and sorting daily emails. • Responding to inquiries at the desk. • Responding to phone calls. • Signing visitors in and out. • Respond to alarms and calls of distress. • Stop suspicious people and ask for identification. • Keeping customer information and storing slot cards • Keeping the front desk clean and tidy at all times 	
	RECEPTIONIST /ACCOUNTANT AT DOUBLE Q MOTOR COMPANY, UGANDA, 1 YEAR Responsibilities: <ul style="list-style-type: none"> • Interacting with diverse customer base in person and telephonically • Carrying out general accounts • Providing detailed information on services and products to customers • Conducting customer satisfaction surveys and generate business through follow up • Maintaining records of all customer interactions and transactions • Producing weekly reports for management • Receive and greet customers and visitors • Maintain filing systems • Monitor appropriate use of office supplies and oversee inventory • Respond to inquiries and provide appropriate secretarial support • Paying wages on behalf of the company. 	
	RECEPTIONIST CUM FRONT DESK AT ARTIN GROUP, UAE, 6 MONTHS Responsibilities: <ul style="list-style-type: none"> • Warmly greeting clients. • Providing information about our products to customers in person and via emails and calls. • Keeping information about our customers. • Responding to inquiries and providing appropriate secretarial support. • Monitoring appropriate use of office supplies. • Directing clients to the appropriate person and office. • Maintaining and updating appointment calendars 	

KEY SKILLS	
PROFESSIONAL	PERSONAL
<ul style="list-style-type: none"> • Microsoft Office • Interpersonal • Effective Communication • Adaptability • Time management • Teamwork 	<ul style="list-style-type: none"> • Sociable personality • Emotional Intelligence • Self motivated • Quick learner • High levels of integrity • Attention to detail • Communication skills • Problem solving • Negotiating
TRANINGS & CERTIFICATIONS	
<ul style="list-style-type: none"> • Microsoft office Applications • Internet and Email • Graphic designing 	
Competences	
An Outgoing and articulate communicator with strong persuasive, writing, and presentation skills; ability to develop Strategic plans, sound judgments and compelling arguments; Exceptional interpersonal skills and maintenance of relationships at all levels; Effective working both independently and as part of a team; able to efficiently handle the demands of multiple projects in detail.	
Projects	
Volunteering at Nature Uganda a as an Active member	
Hobbies	
Meeting new people, Swimming, Work outs, reading, Travelling and graphic designing	