

MALICE ATIENO



Contact

@ malisatieno@gmail.com

📞 0524271960

📍 Dubai, UAE

Skills

Customer service Coordination 100%
Organization Planning Time
management Problem solving
Computer proficient

Languages

English Kiswahili

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Techno Brain Ltd 2019 -
Receptionist 2021

Answer phones and greet visitors

Schedule appointments and maintain calendars

Schedule and coordinate staff and other meetings

Collate and distribute mail

Prepare communications, such as memos, emails, invoices, reports and other correspondence

Write and edit documents from letters to reports and instructional documents

Create and maintain filing systems, both electronic and physical

Manage accounts and perform bookkeeping

EDUCATION

Jomo Kenyatta University 6/2019
BSc Entrepreneurship

Prime Stuff Ltd 8/2019
Orientation to Hospitality Industry

HarvardX Online 12/2019
Emerging Economies in Entrepreneurship

REFERENCE

Furnished upon request - ""