



Curriculum vitae

Name :NAMIRIMU STELLAH ZZIWA
E-mail : namirimustecy007@gmail.com
Mobile No : +971567958697
Present Address : Dubai UAE
Nationality : Ugandan
Date of birth : 25/Nov/ 1992
Marital status : Single
SEX : Female
Passport No : B1373948
Visa Status : visit

POSITION:RECEPTIONIST

As an ambitious and hardworking individual am often recognized for my commitment and ability by highly respected companies I handle multiple tasks on daily basis competently working well under pressure. Frequent acknowledgment illustrates my potential value to your company. I would welcome to discuss my suitability in more details.

EDUCATION BACKGROUND

- Uganda Certificate of education

PERSONAL PROFILE

- Attentiveness and patience for customers.
- Excellent presentation skills.
- Strong organizational and multitasking skills, with the ability to perform well in a fast passed environment.
- Active listening and effective communication skills.
- Team spirit.
- Flexibility to work in shifts

QUALIFICATION

- Essential skills.
- Communication skills
- Organisation skills
- Exceptional multitasker

WORK EXPERIENCE

COMPANY: SOJOVALO HOTELS UGANDA

POSITION: RECEPTIONIST

DURATION: 2017- 2019

COMPANY: HERA HOTEL KAMPALA UGANDA.

POSITION: RECEPTIONIST

DURATION: 2019 – 2020

RESPONSIBILITIES

- Great and welcome guests in person and on phone .
- Maintain log books, including sign in and out , front desk expenditure and calls received.
- Pick up and sort daily incoming correspondence and deliver sorted mail to addresses.
- Maintain executive managers' calendar by planning and scheduling conferences and travel.
- Manage front office reception area by cleaning and organising desk and visitor lobby.
- Ensuring safety for the premises by barricading where am supposed to clean.

- Respond to any questions regarding the place work.
- Provide excellent services to my bosses.

DECLARATION

I hereby declare that above furnished information is true to the best of my knowledge.
I look forward to hearing from you in the near future.