

FAITH MWENDE NGEWA

Receptionist

Well presented with exceptional receptionist with 5+ years and the ability to provide an effective reception and switchboard service.

Experienced in working under pressure in a quick paced fast moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner.

Able to be a integral member of an administrative and clerical team, and can follow instructions and also have a willingness to learn.

Currently looking for a suitable receptionist position with a progressive company.

Contact No: +971543890988

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Al Riga Dubai, UAE



WORK EXPERIENCE

02 years working experience as a receptionist {The Villa Machakos Hotel } Kenya.

- 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.

01 years working experience as a receptionist {Pan African hotel} Kenya.

02 years working experience as administrator {Kimani and Son Advocates Machakos} Kenya

SKILLS

Telephone Skills

Verbal Communication

Listening

Professionalism

Customer Focus

Organization

Handles Pressure

Keyboard skills

Office software

Administration

Reception skills

Equal opportunities

Filing systems

CERTIFICATES

Diploma in computer {St. Pauls university Kenya} 2011

Diploma in front office operations and administration {St,pauls university Kenya} 2012/2014

LANGUAGES

English

Swahili