

# CURRICULUM VITAE

## LINDA AGYEI AGYABENG

United Arab Emirates, Sharjah.

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Post Applied For: RECEPTIONIST



### OBJECTIVE

A position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where am encouraged and permitted to be an active participant as well vital contribute on development of the company.

### SKILLS:-

- ✓ Efficient and well behaved person
- ✓ Ability to multitask
- ✓ Vast knowledge of different wines and spirits
- ✓ Ability to understand different kinds of people
- ✓ Great sensitivity to the needs of others

### EDUCATIONAL QUALIFICATIONS

- Diploma in IT

### WORK EXPERIENCE

- Worked as **Receptionist** with **Boston premier front desk** in Ghana, for the period of 2017 to 2018.
- Worked as **Receptionist** with Lulu hypermarket in Abu Dhabi, for the period of 2019 to 2021.

### Sales Responsibilities:-

- ❖ Greet and welcome guests as soon as they arrive at the office
- ❖ Direct visitors to the appropriate person and office
- ❖ Answer, screen and forward incoming phone calls
- ❖ Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- ❖ Provide basic and accurate information in-person and via phone/email
- ❖ Receive, sort and distribute daily mail/deliveries
- ❖ Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- ❖ Order front office supplies and keep inventory of stock
- ❖ Update calendars and schedule meetings
- ❖ Arrange travel and accommodations, and prepare vouchers
- ❖ Keep updated records of office expenses and costs
- ❖ Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

### PERSONAL INFORMATION

Date of Birth	:	12/12/1995
Gender	:	Female
Marital Status	:	Single
Nationality	:	Ghanaian
Language Known	:	English, Arabic
Visa Status	:	Visit visa

### PASSPORT DETAILS

Passport No	:	G2564586
Issue Date	:	21/08/2019

Expiry Date : 22/08/2029  
Place of issue : Ghana

#### CHARACTER REFERENCE

I hereby and certify that the above mentioned is true and correct to the best of my knowledge and belief.

**LINDA AGYEI AGYABENG**