

# **CURRICULUM VITAE RECEPTIONIST**

## **PERSONAL DATA**

Name: **KONGLA AMALIA LUKONG**  
Sex: **FEMALE**  
Marital status: **SINGLE**  
Languages: **ENGLISH**  
Nationality: **CAMEROONIAN**  
Visa type: **VISIT VISA**  
Address: **ABU DHABI**  
Mobile: **+971 528339539**  
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## **PROFESSIONAL SUMMARY**

With over ten years of work experience with varying duties, I am a master multi-tasker with excellent communication skills, excellent computer skills with fast typing and keen attention to details. An upbeat attitude capable of assisting management with handling office tasks, providing polite and professional assistance via phone or emails. I generally, bring a helpful and positive presence in the workplace with my honesty and self-motivation, I desire to be proactive and create a positive experience for others. I strongly believe in growth via lifting up others for a strong and professional team which has always led to efficient output.

Articulate and accomplished admin executive experienced at keeping an office running smoothly. A communicator and collaborator who is efficient in planning, organizing, and executing meetings and conferences. Comfortable with projects that require multi-tasking and flexible with changing priorities.

## **SKILLS**

- Ability to present ideas and solutions in user friendly manner
- Taking corrective action to improve performance.
- Highly self-motivated and keen attention to details.
- Ability to understand organizational goals and objectives as well as work independently.
- Flexible, adaptable to environmental changes as duty demands.
- Analytical and organized, ability to focus on details and compare data
- Can work well under pressure when ever need arise.
- Excellent time management skills to manage high volume in a fast-paced environment
- Ability to perform well with time-sensitive tasks
- Proficient in Microsoft applications
- Excellent verbal and written communication skills.
- A self-directed worker with superior time management skills.
- Fully discreet and confidential in all office matters.
- Comfortable with cloud integration of computer files.
- Experienced multitasker who can prioritize daily workloads.

## **WORK EXPERIENCE**

### **Marina Hotel**

2020-2021

Position: Receptionist

### **Leopolds of London**

2018-2019

Position: Waitress

**Boubouffe Lebanese brasserie**

2016-2017

Position: cashier

**Zwinkels Tours Cameroon**

2012 – 2015

Position: Office Manager:

**Blue Pearl Hotel/restaurant and Plaza**

2008 – 2011

Position: Receptionist/Front office

**EDUCATIONAL HISTORY****Diploma in Computer software**

Office Pro Computer Literacy Center

October 2001- July 2002

**General Certificate of Education Advance Level**

Government Bilingual High School Kumbo

September 2000 – June 2002

**General Certificate of Education Ordinary Level**

City College of Commerce and Technology Kumbo

September 1994 – June 1999

**REFERENCES:** Will be provided upon request

**HOBBIES**

- Helping the less privileged
- Reading/Surfing
- Cooking