

Curriculum Vitae

SARAH MAGENI

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Nationality : Kenyan

Visa status : Employment Visa

Languages : English & Swahili

Status : Single



EDUCATION

DIPLOMA IN ADMINISTRATION AND SHIPPING

Bandari College Mombasa

October 2011 to April 2012

8 Years of experience in Administrative, clerical, Front Desk Work. Proficient in Microsoft Office software

(Word, excel, PowerPoint). Currently seeking a Job position as an administrative assistant, Front desk Receptionist, telephone operator, office assistant where I can utilize my experience to contribute to the

benefit of the Organization and allow me to develop my own skills and potential.

Work Experience

WAITRESS, NOV 2020 to currently

FOREVER ROSE CAFE(box park, Dubai)

- Providing excellent wait service to ensure satisfaction.
- Taking customer orders and delivering food and beverages.
- Making menu recommendations, answering questions and sharing additional information with restaurant patrons.
- Responsible for taking orders and serving food and beverages to guests. Playing an important role in guest satisfaction
- Responsible for checking on customers to ensure that they are enjoying their meals and take action to correct any problems.

OFFICE ASSISTANT

VILLA ROSA HOTEL, NAIROBI

March 2017 to February 2020

- Greeting and welcoming customers over the phone and directing the calls to the concern staff.
- managing filing system
- helping organize and maintain office common areas.
- managing incoming emails and responding to all enquiry in a timely manner
- taking dictations and notes and preparing minutes of important meetings

SKILL AND COMPETENCE

- time management
- achieving targets
- excellent communication skill
- multi-tasking

OFFICE ASSISTANT

KENYA PORTS AUTHORITY, MOMBASA

October 2015 to January 2017

- Greeting clients and visitors as needed.
- Dealing with queries and requests from visitors and employees.
- Devising and maintaining office systems, including Data management & filing.
- Handled Organization & clerical support tasks, photocopying, scanning documents, faxing, mail distribution.
- Handling incoming calls and other communications.
- Helping organize and maintain office common areas.

Front Desk Receptionist

Hilton Hotel - Nairobi, KE

June 2012 to August 2015

- Responsible for handling front desk and administrative duties
- Answering and transferring all incoming calls and directing them to the concerned staff.
- Handling enquiries over the phone and sorting and distributing mail.
- Accommodate guest requests. Register & process guests and their assigned rooms.
- Up selling guest rooms and promoting hotel services
- Maintain a clean & neat front desk area