



JAMILA ABUBAKAR

OBJECTIVE

Adaptable Front Desk Receptionist with experience in a variety of industries and a history of success in providing exceptional customer service. Experience in managing all facets of front office administration, including handling multi-line phone systems, managing schedules, and maintaining reception and waiting areas. Hands-on skills in using applications such as MS Office, Millennium, and QuickBooks to facilitate daily office operations.

EXPERIENCE

- **NAYAK HOTEL**
2016 - 2017
RECEPTIONIST
- Greet and welcome guests in person and on phone; answer and direct inquiries to designated department.
- Maintain log books, including sign-in/out logs, front desk expenditures, and calls received.
- Pick up and sort daily incoming correspondence and deliver sorted mail to addressees.
- Maintain executive managers' calendars by planning and scheduling conferences, teleconferences, and travel.
- Develop and utilize effective filing and retrieval systems, and maintain office supplies by placing orders and evaluating new products.
- Manage front office reception area by cleaning and organizing desk and visitor lobby.

EDUCATION

- Accra technical university 2016-2018 (Accra Ghana) International University of Africa IUA (khartoum sudan) 2018-2021 High school Ghana lebanon Islamic secondary school(GLISS) 2013-2016 Junior High school Awudome 3 j.h.s 2010-2013 Primary avenor primary school 2004 - 2010
2013-201 / 2016-2018 / 2018-2021
Diploma
3.5

CONTACT

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Ajman, Al Jurf UAE

SKILLS

- Customer service Office administration
Bookkeeping Schedule management
Office maintenance Inventory and supply management

PERSONAL DETAILS

- Nationality : Ghanaian