



# ALIEH MILDRETH

RECEPTIONIST/ EXECUTIVE ASSISTANT

## PROFILE

Dedicated & professional multi-talented young energetic individual with over 3 years of professional experience in hospitality, sales & marketing industry. I drive ambitious vision of becoming an all-round business executive with entrepreneur. I am confident if I am to be enrolled in your organization I will be a value added employee to raise the organization to its next level.

## CONTACT

PHONE: +971 554165110  
NATIONALITY: Cameroonian  
EMAIL: [aliehmildred6@gmail.com](mailto:aliehmildred6@gmail.com)

## HOBBIES

Music – Singing & Reading  
Explore new things

## SKILLS

Skill # 1 - Strong Organizational Skills  
Skill # 2 - Time Management  
Skill # 3 - Fast Learner and easily adapt to changes  
Skill # 4 – Ambitious & Target Oriented  
Skill # 5 – Strong customer satisfaction

## REFERENCES

On Request

## EDUCATION

### ACADEMIC

High school Diploma in Business Finance & Accounting

### PROFESSIONAL

Certificate in Sales & Marketing  
Awareness Program in Hospitality Management

## WORK EXPERIENCE

### ST CLAIRE HOTEL CAMEROON - RECEPTIONIST

01/2016-11/2018

Greeting incoming customers in a professional manner and providing friendly and knowledgeable assistance. Create professional memoranda, letters and market copy. Aggregate and prepare documents and reports and file, copy or fax required papers to appropriate parties. Represent office personnel and company brand in regular client correspondence.

### HILTON HOTEL, YAOUNDÉ CAMEROON - SALES ASSOCIATE

12/2018-09/2019

Communicate with prospective guests to persuade them to book a room or banquet services for corporate clients. Sales method consists of telephone calls, conversing with leads in an effort to convince clients and all leads generated by marketing efforts, including inquiries through email, social media, the hotel's website and online hotel booking sites.

## SKILLS

