



**Ayebale Angel**

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**Ugandan**

**AL Nahda Sharjah**

**Visa Status: Resident**

**+971568109093**

### **CAREER OBJECTIVE**

To provide reception services appropriate to general medical practice with in this organisation.  
To assist general medical practitioners in the practice to achieve a high standard of patient medical care by direct and delegated provision of reception service including any necessary administrative work required to achieve best possible patient health outcomes.

### **SKILLS**

- Customer Service
- Written communication
- Interpersonal Relationship
- Data entry
- Verbal communication
- Order processing
- Cashier management
- MS office literate

### **WORK EXPERIENCE**

**GULF-STAR HOTEL Dubai-UAE**

**Receptionist (2017-2020)**

#### **Duties and Responsibilities**

- Receiving ,greeting and assisting clients.
- Handling telephone inquiries and making appointments.
- Handling and fixing the problems and complaints raised by the customers.
- Computer duties.
- Balancing all cash collected.
- Attend and participate in staff meetings.

**SKYWAY Kampala Uganda****Receptionist (2015-2016)**

- Receiving ,greeting and assisting clients,preparing accounts or vouchers.
- Handling telephone inquiries and making appointments.
- Handling and fixing the problems and complaints raised by the customers.
- Computer duties.
- Balancing all cash collected.
- Banking.
- Attend and participate in staff meetings.

**FRAMATEX ENGINEERING COMPANY****Receptionist(Jan2014-Dec2014)**

- Receiving visitors at the front desk by greeting,welcoming,directing,and announcing them appropriately
- Answering,screening and forwarding incoming phone calls.
- Receiving and sorting daily mail.

**EDUCATION HISTORY****Diploma in Tourism**

Makerere University Kampala Uganda.(2011-2014)

Certificate in Effective Customer Service 2016 Movit Products

**LANGUAGES SPOKEN:** English

**DECLARATION**

I here by declare that all the information written above is to the best of my knowledge and truth.