

**Curriculum Vitae**

**Dubai, UAE**

**Mob: +971 58-900-5186**

**Email:** kinyuastephanie@gmail.com

**Position: Receptionist**

**PERSONAL DETAILS**

Nationality : Kenyan

Date of Birth : 9th Nov 1998

Sex : Female

Religion : Christian

Marital Status : Single

**CAREER OBJECTIVE**

To work for a reputed organization, So, I may perform to the best of my ability for the growth and success of the company. Hence, I want to obtain a position and grade in the organization on sheer performance.

**PERSONAL PROFILE**

* Excellent Customer services
* Good Communication Skill
* Flexible, Reliable and Multitasking Strength
* Hardworking and can work under pressure
* Performs miscellaneous job-related duties as assigned

**WORK EXPERIENCE**

**Blue Line Hotel (Nairobi) Jan 2017- December 2019**

***Position: Receptionist***

***Duties/ responsibilities***

* Greeting and welcoming guests in person or on the telephone, answering and referring inquiries.
* Directing visitors by maintaining employee and department directories.
* Maintaining Security by following procedures of the hotel
* Booking reservations for guests
* Maintaining cleanliness at the reception area.
* Maintaining telecommunication system

**JAVA HOUSE (NAIROBI)**

***Position: Receptionist***

***Duties / responsibilities***

* Provide basic and accurate information in person via phone or mail.
* Receive, sort and distribute daily mail.
* Maintain office security by following safety procedure i.e., monitor logbooks, issue visitors’ badges.
* Order front office supplies and keep inventory of stocks.
* Update calendars and schedule meetings.
* Arrange travel and accommodations and prepare vouchers.
* Keep updated records of office expenses and costs.
* Perform other clerical receptionist duties such as filling, photocopying, transcribing and faxing.

**EDUCATION**

* Othaya Girls High School Nairobi, Kenya

**PASSPORT DETAILS**

Passport No : ck02248

Date of Expiry : 1-10-2027

Date of Issue : 2-10-2017

Visa Status : Visit Visa

**LANGUAGES KNOWN**

* English

**DECLARATION**

I do hereby certify to the best of my knowledge that the above particulars are true and correct. `

**REFEREES**

Upon request.