

# CURRICULAUM VITAE

**MYRNA ANGUILI**

**Contact Information:**

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Address: Sharjah-UAE



## “Application for: "Any Suitable Job ”

**Career Objective:**

To work with dedicated professionals in your firm or establishment where I can put the best of my abilities and past experiences, to improve organizational objectives aswell as management goals. I am hard worker, team player.

**Personal Information:**

✓ Date of Birth	:	06/06/1990
✓ Marital Status	:	Single
✓ Gender	:	Female
✓ Nationality	:	Gabonese
✓ Visa Status	:	Visit Visa
✓ Religion	:	Christian
✓ Languages	:	English and French

**Passport Details:**

✓ Passport	:	16GB22388
✓ Issue date	:	24/05/2018
✓ Date of Expiry	:	24/05/2023

**Professional Experience:**

- January 2021-june 2021 in Golden Tulip hotel **Receptionist** (Accra Ghana)
- January 2020-June 2020 in Royal fiesta hotel restaurnt (Accra Ghana) **Waitress**
- Januray 2019 to December 2019 Customer service Agent at Rwanda airline (Accra Ghana)
- January 2018-December 2018 Methodist University College, (Accra Ghana) Office Asistant
- January 2017 to December 2017 One Dollar Venture, ( Accra Ghana) Personal Asistant

### **DUTIES AND RESPONSIBILITIES**

- Well organized.
- Friendly and polite.
- Good responsible.
- Able to deal with difficult clients or customers.
- Membership forms filling.
- Cash handling.

### **PROFESSIONAL SKILLS**

- Excellent communication skills, multilingual, leadership qualities
- Quick learner, Versatile, Confident
- Ability to work both in teams and individually
- Strong Interpersonal, representation, oral, and written communication skills
- Ability to logically analyse issues, evaluate different options and viewpoints, and
- implement decisions.
- Telephonist
- Receiving Calls
- Word Processing
- Receptionist
- Maintaining documents and work processing

### **Education Qualification:**

- ✓ Professional Certificate in Database Technology (Accra Ghana)
- ✓ International Certificate in Logistics and Transport also Diploma in Logistics and Transport – (Accra Ghana) (CILT)
- ✓ Certificate of participation in English proficiency (Radford University College) – Ghana

### **OTHER EDUCATION AND SKILLS**

- ✓ (Baccalaureate in Literature)  
(Lycee Toussaint Pity) High School – (Gabon)

### **PROFESSIONAL QUALIFICATION:**

- ❖ Completed the Basic Computer Microsoft Office Application

### **DECLARATION:**

I hereby declare that the above information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**MYRNA ANGUILI**