

# CURRICULUM VITAE

## PERSONAL DETAILS

Name : **BABALOLA OLANIKE JOSEPHINE**  
Mob : +971526375151  
E-mail : [Horlanike\\_01@gmail.com](mailto:Horlanike_01@gmail.com)  
Nationality : Nigeria  
Marital Status : Single  
Gender : Female  
Passport No : A10341560  
Date of Birth : 26/11/1997  
Visa Status: Residence Visa  
Address : UAE  
Language : English



## POSITION: RECEPTIONIST

### OBJECTIVE

Seeking a Receptionist position where my extensive skills in guest and customer relations can be fully utilized to maximize my efficiency.

### EDUCATION BACKGROUND

- Higher Diploma – Nigeria

### WORK EXPERIENCE

COMPANY: V. Hotel - Dubai  
POSITION: Receptionist  
DURATION: 2 Years

COMPANY: Serana Hotel -Nigeria  
POSITION: Receptionist  
DURATION: 2 Years

### DUTIES AND RESPONSIBILITY

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

### **ADDITIONAL SKILLS**

- ✓ Good Communication Skills
- ✓ Excellent attention to detail
- ✓ Ability to work independently and work in a team
- ✓ Able to adhere to company's Policies and Procedures
- ✓ Competent at responding quickly in emergency situations

### **PERSONAL SKILLS**

- ✓ Hard worked team member
- ✓ Have ability to work for long hour
- ✓ Have the ability to work under pressure
- ✓ Driving with a Ugandan driving license

### **HOBBIES**

- ✓ Listening to music.
- ✓ Dancing
- ✓ Making friends
- ✓ Watching movies
- ✓ Travelling the world and experience new things

### **REFERENCES**

Available upon request

### **DECLARATION:**

I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity or an interview is given to me at your earliest convenience

**BABALOLA OLANIKE JOSEPHINE**