



# WUNG NADEGE MBONG

POST APPLIED FOR: RECEPTIONIST



Dubai-UAE |



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## OBJECTIVE

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where am encouraged and permitted to be an active participant as well vital contribute on development of the company.

## SKILLS

- Leadership experience.
- Communication skills.
- Organizational know-how.
- Problem-solving abilities.
- Ability to follow instructions.

## EDUCATIONAL QUALIFICATION

✚ Higher Secondary

✚ Bachelors Degree

## CAREER PROFILE

✚ Worked as a **RECEPTIONIST** with **ELENGANIA BEAUTY SALOON** in Cameroon for 02 years.

## RESPONSIBILITIES

- Answer incoming calls and respond to customer's emails
- Management and resolve customer complaints
- Sell products and place customer orders in the computer system
- Identify and escalate issues to supervisors
- Provide product and service information to customers
- Research required information using available resources
- Meeting and greeting clients
- Answering and forwarding phone calls
- Screening phone calls
- Booking meetings

## PERSONAL INFORMATIONS

Date of Birth	:	17-02-1993
Nationality	:	Cameroon
Gender	:	Female
Marital Status	:	Married
Languages known	:	English and French
Visa Status	:	Cancelled Visa

## PASSPORT DETAILS

Passport No	:	<b>1155971</b>
Issue Date	:	11-03-2020
Expiry Date	:	11-03-2025

## DECLARATION

I hereby declare that the above information is true and correct according to the best of my knowledge & My Experience.

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