

Sabina Farkasová

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**Objective**

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

Education

Bachelor in Regional Tourism from Constantine the Philosopher University in Nitra 2016
Secondary School, Schola Private Gutsiness Specialist: Tourism (Kolárovo)

Career History**Assistant Director & General Manager:****(July 2020 – Present)****Nexplus SK S.R.O Automotive – Slovakia****Duties:**

- Managing the day-to-day operation of Maintenance teams in conjunction with the GM and making sure that all departments run smoothly and efficiently.
- Manage diary and schedule meetings and appointments.
- Produce reports, presentations, and briefs.
- responsible for supporting the daily business operations under the general manager's supervision, ensuring that the team delivers the required tasks with the highest quality and standards.
- Arranging social events, dinners and other meetings.
- Handle confidential and sensitive information with a high degree of discretion and professionalism.
- Liaising with business partners, clients, colleagues, and other internal and external parties on behalf of the GM.
- Translating from Slovak to English.

Sale Agent:**(Feb 2020 – June 2020)****Future Insurance Broker Service--UAE****Duties:**

- Developing marketing strategies and promote all types of new insurance contracts or suggest additions/changes to existing ones.
- Help clients settle any claims on their insurance.
- Make sure all paperwork is filled out and filed to put insurance policies in place.
- Assist customers in properly completing insurance applications in order to act as an intermediary between the customer and the insurance company.
- Attend meetings, seminars, and programs to learn about new products and services.

Sales Agent (Seasonal Job): (Mar 2019 - Oct 2019)

Bonnie Lass Charters (excursions Office) - Port de Soller/Spain

Duties:

- Informing customers about the itinerary for each tour.
- Planning itineraries in accordance with weather forecasts and the length of each tour.
- Advising and selling of all Tours & Tickets products.
- Checking in guests who will be joining to each excursion.
- Make sure the shop is nice and neat with everything – brochures, promotion material – in its place.
- Give the right information to our customers (street knowledge, places of interest – it's handy if you know where everything is at); Execution of some cash desk duties.

Secretary Agent: (Aug 2016 - Feb 2019)

Butlin's Skyline Limited (Skegness - UK)

Duties:

- Receiving guests and customers.
- Organization and preparation of meetings.
- Management of incoming calls, telephones, faxes, postal items, postal administration.
- Participation in organizational tasks.
- Liaison with external office partners.
- Performing other administrative tasks.

Hotel Receptionist (Part time): (Jan 2014 - Jul 2016)

Hotel Mikado – ** (Nitra-Slovakia)**

Duties:

- welcome and greet guests.
- answer and direct incoming calls.
- inform guests of hotel rates and services.
- make and confirm reservations for guests.
- ensure proper room allocation.
- register and check guests in.
- confirm relevant guest information.
- verify guest's payment method.

Trainings and Courses

Course	Provider	Date
ECDL (European Computer Driving License)	HFCOMP	2009

Skills

Language

Skills: Hungarian – mother tongue
Slovak– excellent written and spoken
English – excellent written and spoken
Czech – good written and spoken
Polish – good written and spoken

Computer Skills:

Excellent user of Microsoft Office 2010 (i.e. Word, Excel, PowerPoint) Excellent knowledge of internet browsing

Personal Information

Status : Single
Birthdate : 19 June 1993
Visa status : Visit

References

Available upon request