

CURRICULUM VITAE

PERSONAL DETAILS

Name : NABAGGALA BRENDAH
Mobile No : +971502420769
Email : nabaggalabrendah32@gmail.com
Nationality : Ugandan
Date of birth : 25/05/1995
Gender : Female
Marital Status : Married
Passport No : A00465856
Visa Status : Visit Visa
Address : Dubai- UAE.



APPLYING FOR RECEPTIONIST

OBJECTIVE:

Customer service, oriented, self-motive and caring receptionist with extreme in resolving conflicts with customer. Thorough and attentive to detail in all professional matters. Proficient in medical recording – keeping software as well as Microsoft office

KEY SKILLS

- Able to communicate effectively.
- Great ability to work helpfully with others.
- Great ability to be flexible with work hour's and schedules. Calm, efficient and organized.
- Excellent personal presentation and interpersonal skills Passion for exceptional customer service.
- Profound ability to ensure that the highest standards of hospitality are established Capable of working to a very high standard and on own initiative.
- Demonstrated persuasive and negotiation skills.

WORK EXPERIENCE

COMPANY: HUSSAIN GRNERAL TRADING LLC – Dubai
POSITION: Sales
DURATION: 1 Year

COMPANY: MONA LISA HOTEL – Uganda
POSITION: Receptionist
DURATION: 4 Years

DUTIES AND RESPONSIBILITIES

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers

ACADEMIC QUALIFICATION

- High School Certificate of Education – Uganda

LANGUAGE

- English

GENERAL SKILLS

- Terrific guest assistance upon arrival and checkout
- Knowledgeably provide information about local attractions and events
- Courteous treatment of all guests
- Skilled problem solving abilities to address concerns
- Friendly and professional greeting of arriving guests
- Great communication with team members guests and management
- Highly organized and can work effectively under pressure.
- Has exceptional interpersonal and team building skills
- Has strong negotiation, analytical and problem-solving skills.

SOFT SIKLL

- Communication
- Computer Skill
- Organization
- Efficiency
- Business Writing
- Conflict Resolution

REFEREES: Available upon request

DECLARATION: I hereby declare that the above information is correct up to my knowledge and I bear the responsibilities for the authority of the same.

NABAGGALA BRENDAH