

ELIZABETH IMHOBIYE

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📍 Dubai, United Arab Emirates



OBJECTIVE

Friendly, focused, goals oriented and hardworking Individual, seeking challenging opportunities where I can fully utilise my skills for the success of the Company.

EXPERIENCE

2021 - 2022

Bohemia Crystal LLC
Receptionist

- Greeting and welcoming guests as soon as they arrive office.
- Direct visitors to the appropriate person and office.
- Answer screen and forward incoming phone calls accordingly.
- Ensure reception area is tidy and presentable with all necessary stationery and material.
- Provide basic and accurate information in-person and via phone/email.
- Maintain office security following safety procedures and controlling access via the receptionist desk(mentor logbook, issue visitor badges.)
- Update calendars and schedule meetings
- Keep update records of office expenses and costs.
- Filling photocopying, transcribing and facing.

2019 - 2020

Kvik Trading FZE
Admin Staff

- Scheduling and planing meetings and events
- Attend to all concerns recieved from the supplier/ distributor.
- Process permits, IDS and passes of client.
- Preparing request for payment to suppliers, utilities and others.
- Assist the billing and collection assistant in the SOA distribution. Preparing and release of default notice.
- Monitor post dated checks and dated check on time. (PDCs).
- Prepare Daily collection Reports (DCR)

2016 - 2018

Apparel Group
Sales Associate/Cashier

Engaged with customers to effectively build rapport and lasting relationships.

Met or exceeded sales objectives on consistent basis to drive company growth.

Maintained, organised presentable merchandise to drive continuous sales.

Prepared merchandise for sales floor by pricing or tagging.

EDUCATION

2013 - 2014

Auchi Polytechnic
Higher National Diploma - Statistics

2011 - 2012

Auchi Polytechnic
National Diploma - Statistics

ADDITIONAL SKILLS

Reliable and goal -oriented

Dedicated and committed

A quick learner who is eager to learn new things

Impeccable multi- tasking abilities

Friendly and professional skills

Self - motivated and capable of thriving in a fast- paced corporate environment.

TECHNOLOGICAL PROFICIENCY

Microsoft Office Word

Microsoft Office Excel