**CURRICULUM**

 **VITAE**



Name: Anwi Sellejin

Marital status:Married

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**Mobile : +971582943828**

**Location:. Abu\_hial**

*Nationality:***Cameroonian**

*Gender:* **female**

**Visa status: visit visa**

**RECEPTIONIST**

**SUMMARY**

Dedicated and focused Receptionist who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals.

Resourceful and accomplished, with extensive office operations and personnel organization expertise.

Focuses on driving productivity by leveraging strong front office management skills while maintaining effective working relationships with all team members and clients.

**Highlights**

Security systems

Conference and meeting room bookings

Phone etiquette

Office equipment trouble shooting

Mail management

Meeting planning

Report development

Schedule management

Customer Care

**Experience: AZAM HOTEL BAMENDA.(2018\_2021)**

Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.

Process and prepare memos, correspondence, travel vouchers, and other documents.

Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.

Maintain printers (and other office equipment); send faxes, and retrieve and route incoming faxes

Handle input of guests into the building security system

Manage conference and meeting room bookings internally

Help Executive Assistant with additional office duties as directed

Kept current record of staff members’ whereabouts and availability

Transmitted information or documents to customers, using computer, mail, and fax machine

Scheduled appointments and maintain and update appointment calendars

Contributed to administrative support tasks, such as proofreading, transcribing handwritten information, and operating calculators or computers to work with pay records, invoices, balance sheets, or other documents

Helped with taking care of plants or straightening magazines to maintain lobby or reception area

Filed and maintained records

Collected, sorted, distributed, and prepared mail, messages, or courier deliveries

Welcomed clients, guests, and employees and made sure they are comfortable

**EDUCATION:**

***ADVANCED LEVEL CERTIFICATE***

***ORDINARY LEVEL CERTIFICA***

**HOBBIES**:

***Reading, Traveling, Sports***