



ROVINE VALARIE

OFFICE ASSISTANT

CONTACT

Address: Dubai,UAE

Phone :+971 547898629

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SKILLS

- Organization
- Communication
- Multitasking
- Time-management
- Attention-to-detail
- Customer-service
- Problem-solving
- Adaptability
- Teamwork
- Technological proficiency

PERSONAL DETAILS

Gender : Female
Date of Birth : 26/07/2000
Nationality : Kenya
Passport No : AK0947698
Visa Status : Visit Visa

EDUCATION

- High School Education Certificate
- Diploma in Information Technology

LANGUAGE PORFICIENCY

- English

PROFESSIONAL SUMMARY

Highly organized and detail-oriented office assistant with 2 years of experience providing administrative support in fast-paced office environments. Proficient in handling a variety of tasks, including managing schedules, coordinating meetings, maintaining records, and assisting with daily operations. I aim to leverage my strong communication skills and ability to multitask to contribute to the smooth functioning of a dynamic workplace while enhancing operational efficiency.

WORK HISTORY

OFFICE ASSISTANT

1 YEAR

Al Xris Travel & Tourism ,Dubai,UAE

- Greet clients and assist them with inquiries regarding travel services and packages.
- Help clients book flights, accommodations, and other travel-related services.
- Confirm and process reservations and cancellations.
- Create and distribute travel itineraries and confirmation documents.
- Provide clients with travel information, including visa requirements and health advisories.
- Manage the office's daily administrative tasks, including filing, data entry, and document management.
- Maintain organized records of bookings and client interactions.
- Answer phone calls, respond to emails, and handle inquiries promptly.
- Liaise with suppliers, airlines, and hotels to coordinate services and resolve issues.

OFFICE ASSISTANT

1 YEAR

Riara Beauty Mall ,Nairobi,Kenya

- Greet and assist customers, providing information about mall services, stores, and events.
- Perform general administrative tasks, including filing, data entry, and maintaining office records.
- Answer phone calls and emails, directing inquiries to the appropriate departments.
- Relay messages and maintain communication between mall management and tenants.
- Assist in scheduling meetings and coordinating events within the mall.
- Maintain calendars for management and coordinate appointments.
- Manage office supplies, including ordering and inventory management.
- Ensure the office is organized and well-maintained.
- Assist with tenant requests and inquiries, ensuring their needs are met.

DECLARATION

I certify that all the information above is correct and reference are available if they are needed hoping that my experience will be useful to your company.

ROVINE VALARIE