

NANCY OSABUOHEN SHANTEL



DUBAI – UAE



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PERSONAL DETAILS

Nationality : NIGERIA
Date of Birth : 03-28-1998
Gender : FEMALE
Marital Status : SINGLE
Visa Status : RESIDENTS VISA

SKILLS

- Ability to work under pressure
- Attention to detail
- Communication skills
- Customer service oriented
- Good interpersonal skills
- Multitasking
- Problem solving abilities
- Teamwork
- Time Management

LANGUAGES

English
(Advanced)

OBJECTIVE

Highly motivated and detail-oriented Administrative Executive with years of experience in managing business operations, proven track record in improving operational efficiency, and implementing strategic administrative processes. Seeking a challenging position to utilize my skills in planning, organizing, staffing, coordinating, directing, reporting, budgeting and managing resources to successfully complete project goals and objectives of a company.

ACADEMIC QUALIFICATION

- ❖ High School Certificate
- ❖ Auchi Polytechnic : Bachelor in Public Administration

WORK EXPERIENCE

RECEPTIONIST

TIME ASMA HOTEL-Dubai, United Arab Emirates

May 2021–Dec 2023

- Meet and greet guest upon their arrivals and departures.
- Making reservations by phone and in person.
- Checking guests in and out of their rooms, preparing bills and taking payments like cash or credit. Dealing with complaints and solving problems that may arise.
- Keeping the reception area clean and tidy at all times.
- Filing all paperwork, receipts, and reservations.
- To be discreet in all conversation overheard, must be treated strictly confidential & never divulge guest room numbers.
- Collaborate with housekeeping and maintenance teams to address guest concerns and ensure guest satisfaction.

OFFICE ASSISTANT

INNER ACHIEVEMENT-

Jan 2019–Jan 2021

- Ensure hardware assets are in working order (photocopier, telephones, etc).
- Keeping logs of all transactions.
- Pack, sort and distribute documents/mail items in an organized and timely manner, Ensure filing is organized and up to date.
- Discarding or recycling outdated documents outside of the storage period.
- Work with sensitive material and maintain a high level of confidentiality.
- Provide clear office communication with location managers and board members.
- Receive invoices and review for accuracy.

SECRETARY

SAN JONES CHAMBER-

Feb-2016-Dec-2018

- Provide secretarial support to one or more lawyers at the firm.
- Edit and proofread all legal documents.
- Maintain attorney calendar by scheduling conferences, depositions, and meetings.
- Welcome clients and conduct initial screenings of new Clients.
- Go to court proceedings and type minutes.
- Organize all legal documents and ensure they are updated.
- Ensure all court documents are in order and filed before deadlines.
- Answer emails and phone calls, when necessary and redirect calls.
- Research and authenticate important case information.
- Prepare different legal documents including appeals, motions and petitions

APPLICATIONS AND SOFTWARES

- Microsoft Office (Word, Excel

DECLARATION

I hereby declare that all the information furnished above are true to the best of my knowledge and belief.