

# ERNESTINA ABURAM

OFFICE GIRL



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Abu Hail, Dubai.  
Ghanaian

## PROFILE

A highly organized and detail-oriented office girl with over 3 years of experience in office related duties such as assisting visitors, managing incoming calls, maintaining cleanliness, handling emails and assisting with administrative task at office. Skilled in providing a excellent customer service experience with an effective communication, time management and a multitasking skills as well as great team-player.

## SKILLS

- Excellent communication and interpersonal skills.
- Highly responsible and reliable
- Strong organization abilities and attention to details.
- Working experience of office equipment
- Proficiency in MS Office(word, excel and outlook)
- Analytical abilities and aptitude in problem-solving

## EXPERIENCE

### OFFICE GIRL

Samadhi Wellness Center -Dubai.  
2022-2024

- Serve beverages to guests and staff (tea and coffee)
- Assisting with administrative tasks such as filing, data entry, and other duties as assigned by management
- Organizing and maintaining electronic, paper files and managing projects.
- Answering telephone, direct, screen calls, taking and relaying messages.
- Perform receptionist duties when needed

## EDUCATION

### KROBO GIRLS HIGH SCHOOL

High School Diploma  
2014 - 2017

### OFFICE GIRL

Magnum Plus Service -Dubai.  
2019 - 2022

- Serve beverages to the clients and staff (with the utmost priority for the clients)
- Welcome and seat the clients in the meeting rooms.
- Clean office & kitchen on daily basis
- Responsible for disposal of trash, waste, and other disposable material
- Monitoring the use of equipment and supplies within the office
- Coordinating the maintenance and repair of office equipment

## ACHIEVEMENT

- Mentoring and training of 5 coworkers and new joiners resulting a decrease in the onboard process by 25%.
- Developed and maintained an organized filing system, improving accessibility and efficiency.