

Curriculum Vitae

Zainab Issah

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Dubai UAE



POSITION APPLIED: RECEPTIONIST/OFFICE ASSISTANT

CAREER OBJECTIVE

To obtain the position within your company and provide excellent service, able to work and be a part of your prestigious organization that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle tasks and also to handle logistics tasks to my best.

PROFESSIONAL SUMMARY Energetic Front Desk Receptionist who can provide efficient, organized and friendly secretarial support. Skilled at managing inventory and supplies, handling phone duties and company correspondence, and appointment scheduling. Specializes at creating a friendly and receptive office environment.

Competency of Office Assistant

- Receives and distributes communications; collects and mails correspondence
- Copies and stores important documents and records.
- Maintains inventory of office supplies and anticipates supply needs; ensures prompt ordering and receipt of supplies and delivers supplies to work stations as needed.
- Provides office communications support by fielding calls, answering questions, forwarding messages, confirming customer orders and keeping customers informed of order status.
- Maintains equipment by completing preventive maintenance, troubleshooting failures, calling for repairs, monitoring equipment operation and purchasing meter funds.
- Maintains office schedule by picking up and delivering items as needed.
- Updates job knowledge by participating in educational opportunities.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; and exploring opportunities to add value to job accomplishments

PERSONAL SKILLS

- Communication
- Multitasking
- Prioritizing
- Organization
- Technical skills
- Interpersonal skills

WORK EXPERIENCE

Employer: Café Restaurant (Dubai UAE)
Position: Receptionist/ Front Desk Officer
Period: 2 year

Employer: Restaurant (Ghana)
Position: Receptionist / Cashier
Period: 5 Years

Responsibilities:

- Being open to new people and ideas.
- Being friendly and polite.
- Being sociable.
- Being judicious and careful.
- Able to control emotions.
- Able to empathize with others.
- Ability to work under Pressure.
- Ability to remain calm.

ACADEMIC QUALIFICATION

- High School

LANGUAGES

- English

PERSONAL INFORMATION

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|------------------|-------------------|
| • DATE OF BIRTH | 03/03/1998 |
| • PLACE OF BIRTH | ACCRA |
| • NATIONALITY | Ghana |
| • PASSPORT NO. | G2783414 |
| • GENDER | Female |
| • VISA STATUS | Visit Visa |

DECLARATION

I here by declaring that the above provided information is true and I promise to work hard to reach employers demands and satisfaction of the end users of the service.