



NDAHIRO JEAN CLAUDE

- **Office Attendant**

CAREER OBJECTIVES

To excel in position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me. I can perform well in my field, and I assure to uphold your quality standards, policies and procedures. I am hard working person and have the ability to work in a team and ready to cooperate

WORK EXPERIENCE

ORGANIZATION : SAWA Citi

POSITION : Office Attendant

Duration : 2019- 2023

Location : Rwanda

DUTIES AND RESPONSIBILITIES:

- Welcoming visitors
- Handle customer complaints
- Assist customers with their needs
- Answer and direct phone calls
- Build customer satisfaction
- Maintaining supply inventory
- Create merchandising displays
- Checking stock and refilling shelves
- Monitor inventory and supply
- Handle payments
- Processing customer orders and payments
- Deal with customer refunds
- Direct calls appropriately to other departments
- Recording information as needed

DECLARATION

I hereby certify that the above information is true and correct according to the best of my abilities early awaiting positive response.

+971 55 806 8924

ndahirojean@gmail.com

DEIRA ,DUBAI , UAE

PERSONAL DETAILS

DATE OF BIRTH : 21/08/1996

NATIONALITY : RWANDA

CIVIL STATUS : MARRIED

GENDER : MALE

LANGUAGES : ENGLISH, FRENCH,SWAHIL

VISA STATUS : VISIT VISA

PASSPORT DETAILS

Passport No : PC773949

Passport Issue : 19-04-2024

Passport expire : 18-04-2034

EDUCATION

- **Business ICT - Bachelor's Degree**

SKILLS

- **Customer Service**
- **Good Communication**
- **Problem Solving**
- **Attention to Details**
- **Positive Thinking Ability**
- **Good Team Player**
- **Flexible and reliable**