

Receptionist



Polina Shapovalova

Bevorzugtes Land oder Stadt: Tschechische Republik
Lohn: Aus 800 EUR
Tätigkeitsbereich Sekretariat, büroarbeit, geschäftstätigkeit
Beschäftigungsverhältnis Vollzeit
offer.cv.ready-to-relocate.label Ja

CV Inhaltsbeschreibung

I am a friendly Receptionist with 3-year background in hotel business. Knowledgeable about security, service and clerical requirements. Takes on multiple simultaneous tasks with good time management abilities and resourceful approach. Have an experience with UCAT test assessment and had a positive result.

Arbeitserfahrung

01.09.2019 – 01.03.2019

EMPIRENT a.s.

Receptionist

1. Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
2. Checked-in visitors, distributed visitor badges and managed logbooks to comply with security initiatives
3. Informed visitors by answering or referring inquiries.
4. Oversaw inventory activities, including materials monitoring, ordering or requisition and supply stocking or re-stocking.
5. Kept reception area clean and neat to give visitors positive first impression.
6. Corresponded with clients through email, telephone or postal mail.