RABOTA MD

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30 ani
Feminin
Chișinău
8 000 MDL

Preferințe

- Full-time

Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Fluent

Open for new opportunities

Despre mine

I regard myself as a careful, sociable, very optimistic and friendly person, who is reliable and trustworthy, with strong people skills and strong management skills, independent, team worker and hardworking. I am keen on learning new skills and use my considerable abilities within a working environment.

Telephone Skills, Verbal Communication, Microsoft Office Skills, Outlook, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Supply Management

Experiența profesională

Hostess · Address Boulevard Hotel Dubai · Dubai

Martie 2017 - Decembrie 2018 · 1 an 10 luni

My main attributes as a hostess were greeting incoming and departing guests, escorting them to assigned dining area, presenting menus, announcing waiter's name, informing guests of current promotion. As a hostess I also learned how to manage even situations that were more challenging. I had to make sure that the guests were always pleased with our services, and I had the responsibility to contribute to an environment that would not leave guests with any negative impression. One of the most important things I learned was team work and also the ability to be flexible and to develop even managerial skills. In addition, the hostess job taught me to always have a well- groomed appearance, to always show a smile, to be friendly, polite and always ready to look and do my best. I also gained experience with various customers, I learned to stay focused and alert for extended periods of time, to always keep an out-going and positive attitude even in more challenging situations.

Data Entry Operator · H.Essers · Chișinău

Iulie 2016 - Martie 2017 · 8 luni

As a data entry operator I was responsible of creation of transport orders received from the European customers by email. Contact customers for missing information by email or phone. Make various reports in excel daily, weekly, and monthly. Helping with payroll for the truck drivers. Make transport invoices for customers and partners. I improved my attention to

details as I’ve worked with numbers, prices and invoices. Monthly targets made me fix my goals and get them done until fixed date.

Receptionist · Hotel Villa Natali · Chișinău

Septembrie 2015 - Iunie 2016 · 10 luni

Main responsibilities within this job include dealing with enquiries and room reservations made on the telephone, online or by email in a friendly and professional manner. Greeting the guests on arrival at the hotel with warm welcome and pleasant atmosphere. Checking guests in and out, using a computerized system. Preparing bills and taking payments. Dealing with complaints or problems

Studii: Medii de specialitate

Colegiul de Ecologie

Absolvit în: 2015

Specialitatea: Turism si Servicii Hoteliere