Receptionist


Polina Sergeeva
Preferred country or city: Czechia
Salary:
Sector of activity Hospitality \& catering
Employment Type Full time
Ready to relocate Yes

CV content description

## Experience

01.06.2018-01.08.2018

Hello, my name is Polina! I am a friendly and patient person. Fun to be around but also passionate about my job and interests. I can and am keen on mixing music. From my experience, I work equally well in teams and on my own. I also do pretty cool collages in photoshop. I am well-organised and have a daily timetable, everyday I do fitness and yoga for one or two hours.

## Moon and turtle - panasian restaraunt and bar

## DJ

- Created playlists based on concept or theme of a place. $\circ$ Designed sets live - mixed music continuously and made seamless transitions Izhevsk, Russia


## "PurPur" aparthotel

## Hotel receptionist

I worked in the hotel, located in the Prague city centre as a receptionist. I gained unique experience throughout my work here. One of the most important qualities that I obtained during my job are stress resistance, patience, conflict resolution skills and ability to make decisions quickly. My shift duties as a receptionist were: $\circ$ Meet and greet guests ${ }^{\circ}$ Consult people about any sort of questions about travelling in Prague $\circ$ Organise transfers to any location for hotel guests $\circ$ Process reservations in the hotel systems $\circ$ Answering phone calls in multiple language $\cdot$ Solve any sort of technical, social and other problems and conflicts occuring within the hotel. ${ }^{\circ}$ Management of staff attendant efficient work (Cookers, chambermaids, repairmen) Prague, Czechia

## Razum bar

DJ

- Created playlists based on concept or theme of a place. ${ }^{\circ}$ Designed sets live - mixed music continuously and made seamless transitions Izhevsk, Russia


## "ViolArt" souvenir shop

Sales assistant
As a sales assistant in the souvenir shop, my usual duties were to: ${ }^{\circ}$ communicate with tourists from different countries ${ }^{\circ}$ promote the sale of souvenirs by their presentation in retail outlet. ${ }^{\circ}$ to stock out items in the most attractive way possible $\circ$ clean up shop at the end of the day

