

Receptionist



Polina Shapovalova

Preferred country or city:	Czechia
Salary:	From 800 EUR
Sector of activity	Secretarial, clerical work, pa
Employment Type	Full time
Ready to relocate	Yes

CV content description

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.

Experience

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.