



DIANA OMAMOFE EMEKA OMENIHU

RECEPTIONIST/FRONT-DESK

Dubai, United Arab Emirate

+971 545 517 247

Dianaomenihu@gmail.com

PERSONAL INFORMATION

NATIONALITY.
Nigeria

MARITAL STATUS.
Married

Visa Status.
Own Visa

PASSPORT NUMBER.
A09598448

AGE
31 years old

LANGUAGES

English	100%
Read	100%
Write	100%
Speak	100%
Listening	100%

REFERENCE

FRANK EMEKA
OMENIHU
ZahratAlsafa Contracting LLC
0565977862
Frankomenihu2018@gmail.com

HOBBIES

Reading.
Researching.
Shopping.
Motivational Speaking.

INTRODUCTION

Five years of experience as a qualified receptionist, front desk personnel bright and energetic receptionist who can contribute to the company profile as a dedicated and result driven individual looking for work as a receptionist at a firm, bringing excellent written and verbal communication skills, good computer skills, and proficiency in MS Office packages.

WORK EXPERIENCE SUMMARY



PROFESSIONAL SKILLS

Verbal and Written Communication. Professional personal presentation.

Problem Solving Skills, Integrity, Handle Pressure, Professionalism. Friendliness with Listening ability.

Supply Management, Customer Focus, Microsoft Office Skills, Telephone Skills, Work Ethic

Organizing and planning, attention to detail. Flexible/Adaptable. Patience/Reliable.

Customer service attitude.

EDUCATION.

Bachelor of Education
UNIVERSITY OF PORT HARCOURT | PORT HARCOURT RIVERS
STATE NIGERIA 2010 - 2014

WORK EXPERIENCE.

RECEPTIONIST 222 Al Maqta' St - Rabdan Al Maqta' - Abu
Dhabi, UAE. OCT - 2018 - AUG 2020

RESPONSIBILITIES.

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival, maintains security and telecommunications system.
- Directs visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operations.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Deal with queries and provide correct information. forward calls to appropriate person.
- Sort and distribute incoming mail, take and deliver messages accurately and complete.
- Create and manage both digital and hard-copy filing systems for all partners.
- Make travel arrangements and schedule meetings based on all partners' itineraries.
- Schedule and confirm appointments and maintain event calendars.
- Enter customer data and send correspondence.
- Keep updated records of office expenses and costs.
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)

WORK EXPERIENCE.

FRONT DESK.

PENNEK NIGERIA REAL ESTATE COMPANY JAN- 2015 - SEP
2018

RESPONSIBILITIES.

- Greet clients to the office and communicate with them to determine their purpose of visit.
- Respond to inquiries regarding available properties and property prices in different areas.
- Assist clients in determining an estimate for their own properties by looking through similar listings.
- Assign real estate agents to walk-in clients based on the areas that they cover and their specific expertise.
- Schedule appointments between agents and clients based on the availability and convenience of both parties.
- Perform follow-up duties to ensure that all meetings are successfully carried out.
- Assist clients in filling out client personal information forms and ensure that all such documents are confidentially filed.
- Provide support in creating informational documents such as brochures and flyers to attract new clients.
- Create and maintain liaison with vendors and suppliers to ensure that appropriate solutions for obtaining supplies and office equipment are made.
- Receive, sort, and distribute incoming mail to intended recipients within the office and make arrangements for outgoing mail to be delivered to the courier.
- Manage invoicing and payments by ensuring that all payment instruments are properly handled through the bank.
- Provided support in handling travel arrangements for property managers and agents and managing meetings by taking and recording minutes.

MY PROFESSIONAL PHILOSOPHY

As a receptionists am talented Physically in communication a multitasking, able to manage multiple ongoing situations without breaking a sweat. It will be beneficial to any company, or individual who hire me , the ability to speak to people, or their organizational skills. as a receptionists i can boast of many skills and more, that is of great benefit to your organization.