

SHEILAH KIMAMBO
0687329743
kimambosheilah@gmail.com

Date of Birth: 12.03.1994
Gender: Female
Nationality: Tanzanian
Marital Status: Single

CARRIER OBJECTIVES

To Find challenging position to meet my competencies capacities skills and experiences.
To become part of diverse family of understanding professional working to deliver values and developing my career

EXPERIENCE

01-OCT-2022-UPDATED RECEPTIONIST BARAZA RESORT & SPA

- Receiving all the incoming & outgoing calls
- Receiving all the arrivals
- Check in of arrivals
- Check out of Departures
- Luggage pick up & Drop off
- Confirmation timings of arrivals & departures
- Receiving of Guest Bookings

01-JULY-22-30-SEPT-22 SPA RECEPTIONIST BARAZA RESORT & SPA

- Receiving calls for all Massage treatments, gym, tennis.
- Registry of massage bookings and timing
- Upselling of treatments
- Maintaining of Spa Area

01-MAR-2017-30-APR-22 ASSISTANT ADMINISTRATIVE MZURI EXPLORATION SERVICES LIMITED

- Answer screen calls & transfer inbound calls
- Receive & direct clients
- General clerical duties e.g. photocopy, binding, fax and mailing
- Retrieve documents from filing system
- Prepare written respond to routine enquires
- Maintain office supply inventories

- Coordinates of office equipment's
- Coordinates record for staffs, telephones & petty cash

01-FEB-2016-29-FEB-2017

RECEPTIONISTS

DAR ES SALAAM SERENA HOTEL

- Answer screen calls & transfer inbound calls
- Receive & direct Guest
- Check in of Arrivals
- Check Out of Departures
- Receiving & making guest bookings

EDUCATION

2012-2014

NATIONAL COLLEGE OF TOURISM-ARUSHA CAMPUS

Certificate of Front Office Operations

2008-2011

SEKEI SECONDARY SCHOOL

Certificate of Secondary Education

2008-2011

ASSUMPTION PRIMARY SCHOOL

CERTIFICATE OF PRIMARY EDUCATION

TRAININGS

- DEC 2013-MARC 2014

Training in front office & Housekeeping Department.



REFEREES

Veronica Malunde

DIRECTOR

Mzuri Exploration services ltd

[Tel:0785570781](tel:0785570781)

Bilal Kittapa

Human Resources Manager

Dar es salaam Serena Hotel

[Tel:+022212500](tel:+022212500)

Happiness Kennedy

Human Resources Manager

Baraza Resort & Spa

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