

Amina .S. Rashid

- Cashier
- Receptionist
- Salee & Marketing

Mbezi, Tangibovu.
Dar es Salaam.
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rashidyamina6@gmail.Com

EXPERIENCE

Burn Manufacturer ; -Sales & marketing

2023-2024

- Building and maintaining relationships with clients.
- Demonstrating the value of products or services to potential customers.
- Ensuring that orders are processed and delivered efficiently.
- Providing regular updates on sales activities and performance.

Seashore Beach Resort: - Receptionist

2022-2023

- Welcoming guests, processing their check-in and check-out, and managing room keys.
- Addressing guest inquiries, providing information about the resort and local attractions, and assisting with any special requests or issues.
- Coordinating with housekeeping, maintenance, and other departments to ensure smooth operations.
- Managing phone calls, emails, and other correspondence, as well as updating guest records and processing payments.
- Assisting guests with transportation, dining reservations, activity bookings, and other concierge services.

Dar Entertainment service Ltd;- Cashier

2017-2019

- Managing large amounts of cash and casino chips accurately and securely.
- Processing financial transactions such as exchanges of chips for cash, payouts for winnings, and handling credit card and debit card transactions.
- Providing excellent service to casino patrons, addressing their inquiries, and assisting with transactions.
- Maintaining accurate records of all transactions and preparing reports as required.
- Collaborating with other casino staff to ensure a seamless operation and address any guest needs or issues.

SKILLS

Communication skills

Customer service.

Technical Proficiency

Attention to details

Basic math skills

Time management

LANGUAGES

English

Swahili

EDUCATION

Diploma in Records Management-2016 (Tanzania Public Service college)

REFERENCE

Name: Eva mbalawa
Position: Human Resources
Contact:0715555914