

Curriculum Vitae

Female

D.O.B. 04 January 1992

Number of years working in industry:

14 years 3 months



Candidate ID Number: 23016

Nationality: British, Indian

Language Skills:

Fluent: English, Gujarati

Good: Hindi, French

Basic: Spanish

Permitted to work in: India, UK - United Kingdom

Position Sought: Receptionist

Personal Statement

I would be thrilled to provide excellent customer service for a such a unique company, as I would love to be apart of the dream journey. I seek to bring vibrance and a positive energy by enticing the passing public. I am willing to engage in the transference of the knowledge I possess, with relation to my Receptionist role as well as my Customer Services skills to this position as a Receptionist and also to obtain the understanding of new knowledge.

Seeking to work in the UK, India, International Locations and Cruise Ships

Employment History:

May 2014 - Present - Receptionist at (most recent employer hidden for confidentiality) Leicester, UK - United Kingdom, (High Street Store)

Duties included:

My duties include, greeting vistors and members of the club as I am the first point of contact. Signing in regular and new members efficiently is vital as it is important they are only allowed in the club if they are over 18. Handling caller's enquiries and answering the phone. Using the radio to communicate with members of staff and maintaining filing systems. Directing employees and members to the right staff members.

June 2013 - May 2014 - Retail Professional at Debenhams PLC, Leicester, UK - United Kingdom, (High Street Store)

Duties included:

My duties include, delegating tasks to junior members by telling them to up sell new and most recommended products so that we meet the target for the day/week. Taking on a responsibility to offer advice and assistance to customers attaining customer satisfaction as well as working alongside management to develop more ideas to make the working environment grow bigger and better, monitoring stock amounts, meeting the targets and taking on responsibilities to manage the department in the manager's absense.

November 2011 - June 2013 - Retail Professional at Debenhams PLC, Leicester, UK - United Kingdom, (High Street Store)

Duties included:

My duties include, general housekeeping and hospitality, operating the tills and dealing with the customers enquiries. Preparing, making and serving food and beverages. Handling cash transactions and cashing up. Maintaining food and drink displays at all times.

Education and Qualifications:

2014 Leicester College

Level 2 Diploma - VTCT

Hair and Media Makeup - Pass

2011 Gateway College

GCSE English Language - C

GCSE Maths - C

BTEC 1st Diploma in Performing Arts - Merit

BTEC National Diploma in Performing Arts Level 3 - 1st year - Pass

BTEC National Diploma in Performing Arts Level 3 - 2nd year - Merit Merit

2008 Soar Valley Community College

ICT - Distinction

GCSE Maths - E

GCSE English Language - D

Graphics - D

Textiles - D

French - C

English Literature - C

Science - C

Additional Science - C

Vocational Qualifications

Working with Others Level 1 - Vocational - Pass

English Functional Skills - English Unit 2 L2 - Level 2 - Award 1

English Unit 2 L2 - Level 2

English Unit 3 - Level 1

Literacy Embedding SFL Level 2 - Pass

Numeracy Level 1 - Pass

Numeracy Level 2 - Pass

Hobbies and Interests

Reading as this doesn't only widen the range of vocabulary but opens a mind to new ideas.

A passion for dancing, singing and acting as they help to express internally.

Cooking different things as it's a good challenge.

Socialising with friends and surfing the net.

Travelling the world and exploring the different ways of living and culture.

Being around children.

