

EVERLYNE MWANGI

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT / CONCIERGE

**Three60 communities @ Villa Iantana community center -
May 2020 to March 2021**

Emaar Residence - April 2021 to September 2021

- Coordinates and distributing Mail to resident,
- Marketing of resident communities
- handle resident inquiries
- commissioning Handyman services

OFFICE ASSISTANT/ DOCUMENT CONTROLLER

Al Futtaim Group real estate | Jan 2014 to Mar 2017

**Gulf Resources Development & investment | Oct 2017 to
March 2020**

- Review and update technical documents (e.g manual & workflows)
- Monitor and maintain office supplies
- Greet public and client and direct them to correct staff member
- copy, scan and store documents
- Retrieve file's as requested by employees and clients

SALE ASSOCIATE

Westgate Shopping Mall Nairobi Kenya | March 2011 to Nov 2011

Description of duties:

- Including prize items and printed materials
- Maintained the promotional calendar through a computer system
- Organized and tracked promotions inventory
- Handled client inquiries

WAITRESS / SPA ATTENDED

BLUE SPRING OCEAN HOTEL KENYA JAN 2011 TO AUG 2012

- checking customer's identification in order to ensure that they meet minimum age requirement for consumption of alcoholic beverages.
- Collect payment for customers.
- Greet clients, inquire into their appointment status and relay information to associated spa therapist
- Deal with membership inquiries, push membership sales and take administer booking

GUEST SERVICE

GLOBAL VILLAGE @CARNAVAL - JUNE 2021 TO MARCH 2022

- Welcoming and informing guest about various features and uniqueness of globe village
- promptly handling and deescalating conflicts involving guest

CASHIER / RECEPTIONIST

ORANGE WHEELS MAY 2023- PRESENT

- _Manage transactions with customer using cash register
- _Cross-sell products introduce new ones
- _Track transactions on balance sheets and report any discrepancies.

EDUCATION QUALIFICATIONS

EMANEX COMPUTER TRAINING COLLEGE

cert | 2009

Certificate in computer studies

GRAFFINS COLLEGE

Diploma | 2010 - 2011

Diploma in travel & tourism management



PERSONAL SUMMARY

I am an administrative assistant with 8 year experience, aspiring to gain entry and start a challenging and exciting career with a company that offers a genuine opportunity for use of my skills and knowledge to ensure customer satisfaction and realization of the company objectives.

KEY COMPETENCIES

- I'm well organized
- Good administrative skills
- Time conscious & reliable
- Enthusiastic and hardworking
- friendly, open-minded and cordial
- Ability to work under minimum supervision

CONTACT INFORMATION

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PERSONAL INFORMATION

Date of birth -8th October 1986

Nationality - Kenyan

Marital status - single

Languages - English, kiswahili