



CHIPEGO CHINTU SIATWIKO

RECEPTIONIST
Hospitality

Details

Country: Zambia
State/Province: Lusaka
City: Lusaka
Address: Chudleigh, Lusaka, Zambia
Email: chintu@gmail.com
Age: 29
Sex: Female
Marital Status: Single
Status: In employed
Experience: 3-5 years

Experience

Receptionist, Mungo villa's, Lusaka Province, Zambia

Oct 2023 - 0000

sales personnel , Trade Vet LTD, Lusaka Province, Zambia

Apr 2017 - May 2019

My duties included • Greeting customers • Planning sales strategies • Answering clients questions • Selling • Keep track of inventory • Maintaining clients record • Preparing contracts • Completing transactions • Negotiating and closing contracts • Preparing and presenting reports • Preparing weekly and monthly reports

receptionist , Mama ellens health center, Lusaka Province, Zambia

Jul 2019 - Mar 2023

My duties included; • Greets patients in the facilities and over the phone. • Assists doctors, nurses, and patients. • Schedules doctors' appointments for patients. • Performs clerical and administrative tasks. • Prepares medical files. • Maintains and keeps patient information confidential

Education

High School, Njase girls sencondary school,

2007 - 2011

Degree High School

Grade Twelve

Summary

A result driven – self-motivated,goal oriented individual with 3years experience as a receptionist and 2years experience as sales person. Me I have an excellent track record of contributing to the overall growth strategy of an organization, having proven the ability to ensure first class delivery to the customer base. I am now looking forward to making a significant contribution in a company that offers a dynamic career