



26 лет
 Женский
 Кишинев
 1 000 EUR

in

Пожелания

- Полный день
- На территории работодателя
- Удалённо

Языки

- Румынский · Средний
- Русский · Свободно владею
- Гагаузский · Родной
- Английский · Разговорный

Навыки

- Ответственность
- Адаптируемость
- Работа в Команде

Контактные данные предоставляются за дополнительную плату. Подробности здесь: <https://www.rabota.md/ru/prices/cv>

Офис-менеджер

Обо мне

"I am a responsible, organized, and goal-oriented professional with over 3 years of experience in the hospitality industry. I possess excellent quick learning and adaptability skills. I successfully interact with clients, creating a comfortable atmosphere and enhancing their satisfaction. I am experienced in working in dynamic environments, efficiently solving problems, and collaborating well in teams. I am proficient in using PCs, office software, and specialized hospitality management software such as Opera PMS and Marsha. Twice recognized as "Employee of the Month" at Courtyard by Marriott Chişinău"

Опыт работы

Front Office Supervisor · Courtyard by Marriott · Кишинев

Февраль 2024 - Июнь 2025 · 1 год 5 месяцев

Responsible for overseeing daily front desk operations and ensuring exceptional guest service. Managed and supported a team of receptionists, handled guest check-ins and check-outs, and addressed concerns or requests promptly. Ensured effective communication between departments, monitored room availability, and managed reservation and billing processes. Maintained high standards of efficiency, ensured guest satisfaction, and contributed to a positive guest experience.

Reservation Agent · Courtyard by Marriott · Кишинев

Октябрь 2022 - Февраль 2024 · 1 год 5 месяцев

Responsible for managing guest bookings, ensuring accurate and timely reservations, and processing inquiries. Handled cancellations, modifications, and special requests while providing detailed information on room availability, rates, and services. Coordinated with other hotel departments to ensure seamless operations and high guest satisfaction.

Receptionist · Courtyard by Marriott · Кишинев

Октябрь 2021 - Октябрь 2022 · 1 год 1 месяц

Responsible for greeting and registering guests, handling reservations, providing information about hotel services, and managing payments.

Ensuring a smooth and welcoming check-in/check-out process while maintaining a positive guest experience.

Managing multiple tasks, handling guest requests, and promptly resolving any arising issues.

High organization and attention to detail, with the ability to work effectively in a dynamic and fast-paced environment.

Желаемые отрасли

- Туризм / Гостиничный бизнес
- Офис / Секретариат
- Переводы / Издательства

Образование: Высшее

Academy of Economic Studies of Moldova

Год окончания: 2021

Факультет: Business și Administrare

Специальность: Servicii Hoteliere, Turism și Agrement