



KATERYNA SKYRUTA

HEAD HOSTESS
ADMINISTRATOR

CONTACT

+971523058389

SKIRUTA.EKATERINA.95@BK.RU

UKRAINE

DUBAI (CURRENTLY)

PROFILE

Effective team member who has the ability to meet deadlines and ensure that the highest standards of company organisation are maintained at all times. Has a methodical and thorough approach to work, and will go out of her way to maintain an enjoyable working environment. Has experience of working with the general public, both face-to-face and over the telephone and I m someone who will always go that extra mile to get things done. Right now looking to work for a company that offers excellent opportunities for personal and professional development.

EXPERIENCE

MEMBERSHIP ASSISTANT, RECEPTIONIST
JUMEIRAH GROUP, MADINAT JUMEIRAH, TALISE GROUP
2017-2017
DUBAI

- Answering all the internal and external calls and giving relevant information and call forwarding.
- Handling all kind of payments and responsible to give sales summary to accounts and maintaining the cash float.
- Upselling and renewing membership applications.
- To liaise with the accounts auditors to correct inaccurate bill postings in the system
- To assist fitness instructors class print out for the commissions.
- To coordinate with the manager with the redemptions vouchers as per the points (e.g. massage.)
- Daily payments , merchandise and etc. reports

HEAD HOSTESS - ADMINISTRATOR
RK KALIPSO(NIGHT CLUB, RESTAURANT AND KARAOKE
2014-2016
UKRAINE

EDUCATION

COLLEGE OF SERVICE AND DESIGN
STYLIST - MODELER

SKILLS

Communicate clearly with work colleagues using emails etc.

Handle petty cash, floats and expenses

Provide accurate administration of all paperwork generated at Office level

Quickly learn about new in house database systems Find and obtain information and documents quickly.

A methodical approach. Strong communication skills, both verbally and written.

Excellent attention to details Strong numeracy skills.