



# Julievette Ezieh

Front Desk Receptionist

## Personal Info

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☎ +971525814058

📍 Abudhabi

🇨🇲 Cameroon

## Education

- **Advanced Level Certificate Of Education**  
2015
- **Microsoft Office Access City Star Computer**  
2018

## Skills

- Communication Skills
- Customer Service Representative
- Organizational Skills
- Computer Literacy
- Multi-tasking
- Telephone Etiquette
- Time Management

## Languages

English - Native Speaker

## Summary

Experienced Front Desk Receptionist skilled in excellent customer service and administrative support. Proficient in MS Office, adept at multi-tasking and time management.

## Work Experience

### Receptionist/Customer service , Scrubs and clogs medical uniforms , Abudhabi

September 2019 - April 2025

- Over 5 years of experience providing customer service, administrative support, and receptionist duties at a busy front desk.
- Established strong relationships with customers and co-workers through excellent communication and customer service skills.
- Answered a high volume of incoming calls in a professional and courteous manner.

### Front Desk Receptionist, Marwa Hotel , Cameroon

May 2017 - September 2019

- Greeted guests and directed them to the appropriate staff members.
- Recorded and maintained accurate visitor logs.
- Managed the scheduling and coordination of appointments.

## References

References available upon request