

CONTACT

FRANCESCA WAKI

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📞 7756831

📍 Show Ground area
Luganville
Santo

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

*16 February 2021 -
1 april 2021*

- **Espiritu hotel and car hire**

Receptionist

- Attend to emails, phone calls and customer servicing.
- Banking
- Guest relations
- Handle petty cash
- Organize functions and parties
- Cashiers
- Arrange car hire

*September 2015 -
May 2016*

- **Village de santo**

Office assistant

- Guest relations
- Banking system
- Checking emails and attend to phone calls
- Cashiers
- Filing

2018 - 2019

- **Lopelope lodge**

Assistant manager

- Banking
- Filang
- Stock control
- Attend to phone calls and emails
- VAT payments
- Staff wages
- Guest relations
- Organize functions, karaoke nights and cruise ship activities at the resort.
- Sales

EDUCATION

2013

- **Ranwadi College**

Year 12 certificate

SKILLS

- Excellent conversationalist
- Fast learner
- Computer literate
- Team builder and worker
- Socializing with people

REFERENCE

- **Mark stafford - "Barrett and patners"**

Patner

service@bap.come.vu

7744754

- **Anna wilson - "Youth challenge vanuatu"**

Course coordinator

anna.wilson@careint.org

7387501

- **Simon leung - "The Espiritu"**

Managing Director

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