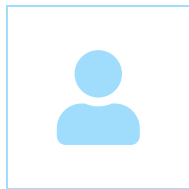


# Receptionist



## Polina Sergeeva

Țara sau orașul preferat: Cechia  
Salariu : De la 1000 EUR  
Programul de lucru Ocuparea integrală  
offer.cv.ready-to-relocate.label common.yes.label

### Descrierea CV-ului

Hello, my name is Polina! I am a friendly and patient person. Fun to be around but also passionate about my job and interests. I can and am keen on mixing music. From my experience, I work equally well in teams and on my own. I also do pretty cool collages in photoshop. I am well-organised and have a daily timetable, everyday I do fitness and yoga for one or two hours.

### Experiență

01.06.2018 – 01.08.2018

#### Moon and turtle - panasian restaraunt and bar

##### DJ

◦ Created playlists based on concept or theme of a place. ◦ Designed sets live - mixed music continuously and made seamless transitions Izhevsk, Russia

01.10.2019 – 01.01.2020

#### "PurPur" aparthotel

##### Hotel receptionist

I worked in the hotel, located in the Prague city centre as a receptionist. I gained unique experience throughout my work here. One of the most important qualities that I obtained during my job are stress resistance, patience, conflict resolution skills and ability to make decisions quickly. My shift duties as a receptionist were:  
◦ Meet and greet guests ◦ Consult people about any sort of questions about travelling in Prague ◦ Organise transfers to any location for hotel guests ◦ Process reservations in the hotel systems ◦ Answering phone calls in multiple language ◦ Solve any sort of technical, social and other problems and conflicts occuring within the hotel. ◦ Management of staff attendant efficient work (Cookers, chambermaids, repairmen) Prague, Czechia

01.06.2018 – 01.08.2018

#### Razum bar

##### DJ

◦ Created playlists based on concept or theme of a place. ◦ Designed sets live - mixed music continuously and made seamless transitions Izhevsk, Russia

01.04.2019 – 01.09.2019

#### "ViolArt" souvenir shop

##### Sales assistant

As a sales assistant in the souvenir shop, my usual duties were to: ◦ communicate with tourists from different countries ◦ promote the sale of souvenirs by their presentation in retail outlet. ◦ to stock out items in the most attractive way possible ◦ clean up shop at the end of the day