**DIALLO Foulemata** Nationality: French

 Born on June 01st, 1988

Sharjah

Driving License

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**CURRICULUM VITAE**

**TRAINING**

2010-2011 Training of ground staff, in the center of training “Class’ Airport”, Paris 8e.

2009-2010Safety and Security Certificate*,* Commercial Navigating Staff, Aerochallenge,

 Paris 13e (3months with Twin jet airlines).

2008-2009 High school diploma Sciences and Technology of Management, Jules Guesde high school, Montpelier 34.

**WORK EXPERIENCES**

**2009 May- 2011 May** **RECEPTIONIST (Phone Regie)**

**NIKE** : - Customer welcome

 - Edition badges

 - Management of e-mails

 - Call, transfert call

 - Management of gate parking

 - Management of the rooms of meetings (7 rooms)

 - Management of the store of company (when it's full)

To have a good organization, we often made meetings to know if there was modifications, to find solutions. Everything made by team. Within company there is a shop for the staff, celebrities and football players, then it was necessary to be ponctual, organized and coordinated with diferents services.

**NINTENDO/MITSUBISHI** : - Customer welcome

 - Call, transfert call

 - Management of the mails, parcel(TNT, OCS, DHL)

 - Postages of the mails

 - Management of books(Banister, mail recommended)

 - Management of tokens for the coffee machine

 - Management of the file of the returns of vehicles (Mitsubishi)

**TE CONNECTIVITY** : - Customer welcome

 - Call, transfert call

 - Management of parcel(DHL, GLS)

 - Management of the keys of meeting rooms

 - Edition of badges

**BP** : - Customer welcome

 - Call, transfert call

 - Management of the telephone of urgency\*

 - Checking of the calls

 - Management of the parking lot visitors and staffs

\*When the telephone rang it was necessary to stop quite activities, it could be a gas station in danger, and note everything important element and put back quite information as quickly as possible to the person in charge. It is necessary to know that we had many calls of this kind, it is about a very big responsibility for the receptonist.

**I worked for phone regie(provider) who placed me within various companies with missions and different equipments as well as the others. It taught a lot to me, especially the autonomy, the versatility, and to take initiatives : to be responsible.**

2010 October **Hostess**  Orly airport (94) City One

I had to take care of travelers, in particular of families, of old persons and persons with mobilities reduced, to facilitate the access of posts of inspection filtering to the departure lounge.

2010 October **Event hostess** Paris (75)

 Marianne Internationnal

This mission was for the lounge of Picard, we had to welcome the staff of Picard of all France, facilitate them the access to the amphitheatre. We began very early the morning and finished at the end of after noon.

2009 December **Event hostess** Paris (75)

 Attracteam

I made of the marketing streat, this employment consisted in drawing the attention of the persons in the street to participate in our project, we make some distribution of leaflet.

2007 July-August **General-purpose warehouseman** Chanteloup (78) Manpower

I worked for RLD which is a big company of laundry, I had to place towels, aprons in a machine to dry them and iron them, then tidy up them in trolleys. I established vouchers for the carriers at the end of the day.

2006 May-June **Reservations agen**t Montpellier (34)

Agence OTU voyages

Welcome the customers, the sales of notes, commands of brochures, reservations of hotel, calls with airlines companies.

**KNOWLEDGE SOFTWARE**

* Word : excellent
* Access : good
* Excel : good
* Outlook : excellent

**LANGUAGES**

* *English : Interactive*
* *Bambara : Bilingual*
* *Italian : school*

**LEISURE**

Reading (Biography, true story), dance (modern), music.

**Linguistics travels : New York, United Kingdom, Italy**

**Holidays : Mali, Tunisia, Brazil…**

**MOTIVATIONS**

Possessing the taste of the human contact and the teamwork, serious, and very applied, I would know how to adapt myself and work conscientiously with the aim of acquiring new knowledge and putting into practice my know-how.