

PRISCILLA MBONGO BASOLUA

RECEPTIONIST

Empathetic and helpful. I would like to invest myself in a job like Receptionist where I will be able to usefully put my orientation into practice, my ability to adapt and my sense of organization.

INFORMATION



17/09/1999



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LINGUISTIC&COMPUTERS SKILLS

MS Office



French

Mother tongue

Lingala

Mother tongue

Dutch

A2

English

B1

STUDY&FORMATION

●P&V Group Academy

18, 19&20 MARCH 2024

Explorer Program

●iTrainig YouthStart

AUGUST 2023

Entrepreneurship training

●Feshmman year - Bachelor tourism

management&leisure in Haute école Galilée

2021-2022

●Junior year - Law Bachelor in EPHEC

2020-2021

●Freshman year - Law Bachelor in EPHEC

2019 - 2020

●Baccalauréat- accounting

2017-2018

Centre Scolaire Eperonniers- Mercelis

WORK EXPÉRIENCE

● Front office assistant for Parvis de Molenbeek Health clinique - Internship

16 OCTOBER 2023 - 15 JANUARY 2024

Greeting patients

Organizing patients records

Answering phone call

Register en unregister patients

● Volunteer Streat Fest Festival - Brussels

MAY 2021- MAY 2023

Greeting costumers

Scanning the tickets

Advising and guiding costumers

Serve at the bar

Supply beverages

●intern LOTFISCO FIDICIARY - Intership

APRIL 2018

Welcoming and greeting the costumers

Filing documents

Performing accouting encoding

Doing VAT returns

Answering phone call

●Hostess - foire Belfair(mini-enterprise)-Brussels

MARCH 2015 -MARCH 2017

Greeting and targeting costumers

Managing the purchases and sales

Reaching the suppliers

●Marketing Assistant – Délice Green (school mini- enterprise) - Brussesls

2016

Creating flyers

Creating visual indentity of the mini- enterprise

Reaching the suppliers

Dealing wtih the suppliers about budget

Acheiving sales

Advising costumers

Teamwork