



ANTHONY BLACKIE

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Experience

- Kalib Bin Naser al thani (KBN)** 1st/07/2024 - 31st/07/2025
BellBoy
1: to welcome guests in proper manners.
2: to render services to tenants (guests) with their luggages on various units with the trolley.
3: to assist the receptionist with the software documentation on the PC.
4: to maintain good hygiene and facially presentation
5: make sure the lobby area is clean and maintain regularly by informing the housekeeping team.
6: take records of parcels or gift from delivery.
7: collaborate with colleagues to offer good services as a team respectively.
8: monitor the screen from the elevators and lobby area for accuracy active.
9: take records of guests or delivery men through the system tablets.
10: maintain good orders and policies govern the management.
- Archway INT** 2020 - 2024
Sales Executive
1: to record cash brought forward.
2: to ensure all cash transactions are processed accordingly to their receipts and platforms.
3: Accumulated the total transactions of the day.
4: Differentiated all transactional code receipts in different accounting platforms.
5: processed POS transactions including checks and credit purchases or funds.
6: promoted customers loyalty by delivering friendly services and resolved discrepancy.
8: engagement in decision making in management plans and policies.
9: to provide the total transactions in approximately balances.
- Family Water** 2015 - 2019
Sales man/ Cashier
1: present in engagement in decision making and advertisements.
2: countered the total water bundles produced per day in the production process.
3: delivered water bundles to customers accordingly to their various locations.
4: provide accounts of all wastages and experiences in sales day book.
5: Accumulated all monetary sales received from sales drivers.
6: provided accountability of the total transactions of the period before proceeding to the management.

Education

- Methodist Boys high school** 2021
Accounting
9
- Mite consultancy institutions** 2024
Fire watch
100%
- Mite consultancy institutions** 2024
Hole watch
100%

Skills

- 1: Computer literate * accounting* fire watch* hole watch* customer services* cashier* Concentrate listening* Good in verbal communication.

Interests

- Fitness

- Accounting platforms
- Sports
- Sales man
- Fire watch
- Hole watch

Languages

- English Krio

Reference

- **Augustine Bengeh - Archway INT**
CEO
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Additional Information

NATIONALITY: Sierra leonean

Date Of Birth: 06th- 04- 1997

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