

Reception Team Member

[Travelodge](#)  • 2.9 ★

London

Job

Company

Benefits

Pulled from the full job description

- Employee discount
- Company pension

Full job description

Come and join our amazing team at Travelodge London Central Covent Garden as a Reception Team Member on a Full Time contract, be part of a fun, supportive and family feel team with flexible working to suit everyone. No experience required for this role, we can coach and teach you everything you

Work cv

Yasar.edrak.work@gmail.com
07438970598

Yasar Edrak

PROFILE

A motivated and hardworking student that is studying CERTHE Business skills for the workplace course. I am very good at communicating with people no matter their background or language, which makes me reliable and more approachable. I can work very well with my team or even independently. I am confident and well organized, which helps my role as receptionist where I can give perfect customer service while also helping my coworkers around when the workplace is busy.

WORK EXPERIENCE

University administration office – manager

- Supervised the team and managed the administration office.
- which I had to answer enquires and give a good customer service
- Updated each record very accurately and delivered a very good closure service

Fundraising – charity

- Organized a fundraising campaign that raised over 5000 for women in need in Afghanistan
- Had the responsibility of coordinating the charity

Assistant to the hospital CEO – work experience

EDUCATION

University of Wales trinity saint David

October 2025 – 5th October 2026

Lambeth College

Entry 2 and 3
2022 – 2023

Southwark college
level 1- gcse -math and English
2023– 2024

Afghan-Turk Maarif

2015 – 2020

- Managed he schedules , organized tasks
- Assisted her with meetings and ensured daily operations run accurately and smoothly
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SKILLS

- Leadership Teamwork
- Excellent at technical skills
- Fluent at 5+ languages
- Fast learner and adapter
- Ability to work under pressure
- Organization and coordination
- Time management

London, United Kingdom

Email : yasar.edrak.work@gmail.com

Phone:

Dear Hiring Manager,

I am writing to express my interest in the Reception Team Member position at Travelodge. I am currently studying the CERTHE Business Skills for the Workplace course, where I have developed strong communication, customer service, organization, and administrative skills. I am enthusiastic about the opportunity to apply these skills in a professional reception environment.

Through my work experience in university administration, I have supported students with registrations, enquiries, and fee payments while ensuring records were managed accurately and confidentially. These experiences have strengthened my ability to communicate professionally, work under pressure, and provide a high standard of customer service.

In addition, I have gained valuable leadership and teamwork experience by assisting in management responsibilities and organizing a community fundraising campaign that raised over £5,000 for a woman in need in Afghanistan. This experience enhanced my organizational skills, problem-solving abilities, and confidence in working with people from diverse backgrounds.

I am confident using Microsoft Office applications, including Word, PowerPoint, and email, and I am fluent in more than five languages. My multilingual communication skills allow me to build positive relationships with people from a wide range of cultures and backgrounds. I enjoy helping others, learning new skills, and creating a welcoming and professional environment for customers and visitors.

I am excited about the opportunity to contribute to the Travelodge team. I believe my positive attitude, strong work ethics, and commitment to providing excellent customer service would make me a valuable member of your organization.

Thank you for taking the time to consider my application. I would welcome the opportunity to discuss how my skills and experience align with this role. I look forward to hearing from you.

Yours faithfully,

Yasar Edrak