

Details

08085428828

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Lugbe FCT Abuja

Female

Core Skills

- Extensive statistical skills
- Customer service
- Verbal and written communication
- Administrative skills
- Proficiency in Microsoft Office Suite

Soft Skills

- Time management
- Active listening
- Problem Solving
- Emotionally intelligent
- Team player

Language

Fluent

Reference

Available upon request

DIVINE FAVOUR EDEGO

Profile

I am confident in my ability to come up with innovative ideas that will drive a firm's productivity and business advancement in order to meet and surpass the organizational objectives.

Experience

GARKI HOTELS ANNEX NYANYA, ABUJA

March 2022 - November 2022

- Greet all guests and assist them with check-in and check-out
- Respond to all guest questions and requests
- Answer and forward phone calls
- Manage guest bookings and reservations

ELJARGO'S REAL ESTATE COMPANY, ABUJA

2020-2021

BIG CHOYCE CLEANING & JANITORIAL SERVICES, LOKOJA.

July 2018 - October 2020

- Organize workflow and ensure that employees understand their duties or delegated tasks
- Receive complaints and resolve problems
- Maintain timekeeping and personnel records
- Prepare and submit performance reports

INDOMIE INSTANT NOODLES

May 2015 - Feb 2016

- Demonstrate and provide information on promoted products/services.
- Create a positive image and lead consumers to use it.
- Distribute product samples, brochures, flyers etc. ...
- Identify interest and understand customer needs and requirements.

BET9JA NIGERIA

August 2014 - March 2015

- Process sales transactions
- Calculate the cost of products or services
- Accept payments
- Calculate and return change when required by the payment method
- Reconcile cash drawers and sales receipts
- Report issues with equipment

Education

KOGI STATE POLYTECHNIC, LOKOJA

2021

GALAXY INTERNATIONAL SCHOOL

2015