**bechi**

**Desired Roles:** Administrative Assistant, Secretary, Receptionist, Personal Assistant, and Travel Consultant.

**Availability:** Immediately

CAREER OBJECTIVE

* To offer selfless services by meeting the organization’s set goals and objectives while attaining professional excellence and proficiency.
* I am result driven professional Executive Assistant, who works diligently and proactive in providing timely, efficient and accurate service and support to customers and colleagues.
* I am very approachable with strong interpersonal and communication skills and able to establish good working relationship with a diverse people.

EDUCATION INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YEARS(S)** | **SCHOOLS** | **QUALIFICATIONS** | **COURS** |  |  |
| **2015 till date** | Westford School of Management, U.A.E | Business Management |  |  |  |
| **2010** | Frontier Travel Academy, Nigeria | Diploma In Amadeus Basic Functionality |  |  |  |
| **2010** | Frontier Travel Academy, Nigeria | Certificate In Travel Basics, Fares and E-Ticketing |  |  |  |
| **2008** | Career Builders Academy, Nigeria | Diploma In Desktop Publishing |  |  |  |
| **2008** | Oxford College, Nigeria | West African Examination Council |  |  |  |
| **2007** | Bellina College, Nigeria | National Examination Council  |  |  | — |

WORK EXPERIENCES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YEAR** |  |  |  |  |  |
| **2013-2015** | **Company:** La Vingtieme Siecle Integrated Consulting, Lagos. Nigeria  |  |  |  |  |
|  | **Position:** Senior Base Operator |  |  |  |  |
|  | **Job Responsibilities:**  |  |  |  |  |

* Performing order booking activities and process paperwork relevant to order approvals
* Assisting sales team with assigned territory activities
* Receiving and distributing communications, collecting and mailing correspondence
* Attending to customers by answering questions and taking feedback to the management
* Exploring opportunities to add value to job accomplishments

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| --- | --- |
|  |  |
| **2012-2013** | **Company:** Seven Continents Travel & Tours, Nigeria |
|  | **Position:** Amadeus Travel - Helpdesk  |
|  | **Job Responsibilities:**  |

* Handling customer’s reservation queries via telephone and email
* Making arrangements for clients travel programs
* Providing clients with assistance in preparing required travel documents and forms
* Getting information about areas of interest in order to target more clients
* Providing customers with travel suggestions and information sources, such as guides, directories, brochures

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|  |  |
| **2010** | **Company:** Travel & Tours, Nigeria |
|  | **Position:** Travel Reservation Officer  |
|  | **Job Responsibilities:** |

* Issuing domestic/international flight tickets
* Working on the GDS to process cancellations & refunds
* Performing other duties assigned to

KEY SKILLS AND COMPETENCES

* Intermediate use of Microsoft Office Suite (Word, Excel, Access and PowerPoint)
* Intermediate use of graphics software (Corel Draw, Photoshop)
* Working knowledge of Amadeus and Sabre Selling Platform
* Good managerial and excellent communication skill
* Ability to work with or without supervision
* Taking proactive measures
* Success Oriented

COURSES ATTENDED

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** |  |  |  |
| **2012** | Amadeus PNR and Fares, Lagos. Nigeria  |  |  |
| **2006** | Citizen and Leadership Training Course, Lagos. Nigeria  |  |  |

BASIC INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **GENDER:** | Female |  |  |  |  |
| **MARITAL STATUES:**  | Single |  |  |  |  |
| **NATIONALITY:** | Nigerian |  |  |  |  |
| **DATE OF BIRTH:**  | 24th March, 1989  |  |  |  | — |
| **LANGUAGES:**  | English, French and American Sign Language  |  |  |  |  |
| **HOBBIES:** | Meeting people, Reading and Sports, Singing, Surfing the internet |  |  |  |  |



**Gulfjobseeker.com CV No:** **1463376**