JENNIFER

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**OBJECTIVE**: Ensuring customers have the best experience in accordance with your company protocol is my priority. Self motivated and organized with an ability to multi-task while dealing with diverse demands. I am seeking an opportunity to join a company that understands that the reception position is key to the company image.

**PROFILE STATEMENT**: Solid computer skills and proven to plan and organize tasks and responsibilities efficiently. Recognized accuracy attention to detail and strong work ethic. Proven strong interpersonal and communications skills.

Excelled in the role of frontline receptionist, handling multiple functions including customer queries, administration task and information monitoring. Enjoyed meeting the challenges of high stress work environment and successfully maintained an efficient and effective reception service.

Over three year experience running a busy reception area and successfully interacting with diverse and demanding group people. An excellent track record of efficiency and effectiveness in managing communications and customer relationship.

An independence worker with proven computer competency, strong communication skills and ability to organize and plan successfully. Accustomed to a fast paced work environment and dealing with a variety of tasks and responsibilities in an efficient and accurate way.

**WORK EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYER** | **RESPONSIBILITIES** | **POSITION** | **YEAR** |
| * Pro-Health International
 | * Counsel clients on drug compliance
* Life style modification
* Dietary and nutritional counselling
 | Adherence Counsellor  | 2012 till date  |
| * Global Women For Sustainable Development
 | * Answer and screen incoming calls
* Handle and redirect customer queries
* Take and distribute messages
* Manage all visitors
* Organise incoming and outgoing mails
* Coordinate meetings and appointments
* Assist with organization of company functions and events
 | Receptionist | 2008 -2012 |
| * Vertimon Clinic
 | * Answering all incoming calls and redirecting them to relevant parties
* Meeting and greeting visitors / clients, ensuring they signed and inducted
* General administration duties and filling
* Dealing with any enquiries at the reception
* Data entry
* Reporting any problems to the office manager
* Maintain professional reception area
 | Receptionist | 2005 - 2008 |

**EDUCATIONAL QUALIFICATION**:

**Our Lady’s High School**, Effurun, Delta State, Nigeria.

Secondary School leaving Certificate 1989 – 1995

**DSC Model Primary School**, Aladja, Delta State, Nigeria.

Primary School Leaving Certificate 1983 – 1988

**TECHNICAL SKILLS**

Ability to work with Computer Applications like:

* MS word
* MS excel
* MS power point
* Corel draw
* MS publisher
* MS access
* Internet application

**CORE COMPETENCE**

* Organization and planning skills
* Communication skills
* Customer service orientation
* Attention to detail
* Information management
* Reliability

**REFERENCES**

Available on request.