**CURRICULUM VITA**

**PERSONAL INFORMATION**

Name : CHIMEZIE 

Email : [chimezie-394366@2freemail.com](mailto:chimezie-394366@2freemail.com)

Date of Birth : 06/05/1986

Nationality : Nigerian

Gender : Female

Languages : English

Visa Status : Visit Visa

**POSITION :RECEPTIONIST**

**PROFESSIONAL SUMMARY**

I am a very hardworking, self-motivated and very flexible individual who enjoys working as a team and handling challenging tasks because they present me with the ability to learn more hence adding to my knowledge and skills. I am results-oriented and I love getting to learn new experiences, meeting new people and sharing ideas.

**CAREER OBJECTIVE**

Seeking a position as a receptionist where I can meet the challenges of a demanding work environment.

**WORK EXPERIENCE**

**POSITION : RECEPTIONIST**

**DURATION : 2008 - 2012**

**POSITION :RECEPTIONIST**

**DURATION : 2012 - 2015**

**Duties**

* Welcomes and greetvisitors
* Handle and redirect customers queries
* Ability to work under pressure
* Decision making
* Self motivation
* Ability to adapt in any situation
* Take necessary action to resolve any complain
* Provide excellent customer service
* Advise customers
* Provide customers with information on daily deals and discounts

**EDUCATION QUALIFICATION**

* 2017 Universal School of Aviation (ATR), Ikotun, Logos, Nigeria

(Air Ticketing and Reservation and Tourism)

* 2006 Hankers Computer Training Centre, Coker, lagos State

(Diploma in Data Processing)

* 1998 – 2005 Tender Land College Coker, Lagos Stat, Nigeria

(SSCE)

* 1992 – 1998 Penny Private School Coker, Lagos State, Nigeria

(First School Leaving Certificate)

**LANGUAGES**

* English

**DECLARATION:**

I declare that the information given above is correct to the best of my knowledge. I’m looking forward to get an opportunity to work in your esteemed organization.