**curriculum Vitae**

AMEVI   
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PERSONAL PROFILE:

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| --- | --- | --- |
|  | Gender | Male |
|  | Date of birth | 10-02-1996 |
|  | Nationality | Togolese |
| \*> | Visa status | visit |
| \*> | Languages | English (fluent) |

OFFICE BOY

Professional Summary

Highly experienced and reliable concierge/administrative assistant with an exceptional work ethic and guest satisfaction record. Adept at managing interactions with a wide array of personality types with complete professionalism and courtesy. Able to function well as an independent worker or in coordination with SNF (skilled nursing facility) staff and management.

Skills

Customer service oriented.

Professional telephone etiquette

Excellent communication and interpersonal skills with customer.

Familiar with software, computer systems, and internet searches.

Time management.

WORK EXPERIENCE: CONCIERGE



ST CLEVER HOSPITAL IBADAN NIGERIA - November2017-November2018

Job Description

1. Welcoming and assisting guests and visitors on a daily basis
2. Assist guests/customers with their way around the premises.
3. Answered telephone screened or forwarded and processed all calls, messages and request.
4. Help guests/customers to make reservations.
5. Answered customer questions and addressed problems and complaints in person and via phone.
6. Help customers to locate local area, tourist attractions, restaurants and transport services. ADMINISTRATIVE ASSITANT

TOKOIN AIRPORT - January 2018 - May 2019 Job description

1. Welcoming guests/customers upon arrival and confirm reservations.
2. Knowing the guest by name and keeping an eagle eye on the visitors visiting the facility.
3. Giving tours to incoming guests and visitors who were interested in coming to the facility, maintaining private information and acting accordingly in compliance with company regulations.
4. Serving as the first point of contact for incoming visitors distributing mail.
5. Excellent communication skills, having a pleasant personality and love interacting with people.
6. Filling correspondence special projects as needed such as helping with events, making schedules and charts for various departments.

**EDUCATIONAL QUALIFICATIONS**

❖ SECONDARY SCHOOL CERTIFICATE (WAEC, May, 2016) Lycee high school, Vogan Togo. DECLARATION:

I certify that the above information are true and correct to the best of my knowledge and ability. If given a chance to serve you, I assure you that I will execute my duties efficiently and effectively to the total satisfaction of my superiors.