Curriculum vitae

Abigail

Contact:0504753686

Email: Abigail-399484@2freemail.com

CAREER OBJECTIVE

A Responsible, Challenging and rewarding position allow me explore my, ability, skill and sense of devotion towards my duties with a sole aim of seeing the progress of the company.

Personal Information

Name - Abigail Acheampong

D.O.B. - 15thMay, 1993

Gender - Female

Nationality - Ghanaian

Marital Status - Single

Height - 5 Ft.

Qualification

* Higher Secondary Arts from Pentecost School of Education Board
* Secondary School from Pentecost School of Education Board

Skilled Education

* Certified Security Officer from Department of Security Industry (Ghana
* Customer Relations and Customer Services (Kuwait)

Experiences

•Working as a Security Officer at Golden Gate Hotel, Ghana(2016)

• Working as a Customer Relation and Services Kuwait/2017-2019

Responsibilties:

* Responsible for the safety and security of Guests, Employees and establishment needs
* Report all hotel property deficiencies and safety or security hazards to Security Manager.
* Access control points inspection on daily basis.
* Maintain security log book and complete daily feedback report.

•Communicating with clients and customers about their experiences with a product or service• Providing advice on purchasing products or services

•Listening to customer or client complaints or concerns and working to resolve their issues

KEY SKILLLS AND COMPETENCIES

* Effective people management skills and good team building skills.
* Being through accurate in all record keeping and documentation.
* Dealing Professionally with any incidents of verbal abusive and threatening behavior

• Effective communications and conflict management

* Able to distinguish when to act on own initiative and when to seek appropriate advice and guidance.

Languagestic Skills:

* Fluent in English- Speaking, Writing, Reading and Listening

Reference:

* Reference will be furnished upon request.

declaration

I hereby declare that all information furnished above is true to the best of my knowledge.

Abigail