

**CURRICULUM**​ **VITAE**

***Personal Information***



**NAME: ……SAMUEL ………………………………**

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| **E-mail:** | ……​ Samuel-394917@2freemail.com  |
|  |  |  |  |
| **POSITION:** | **CUSTOMER SERVICE REPRESENTATIVE** |

***Career Objective***



Friendly, ​Honest, talented and dedicated Administrative professional, offering excellent communication and organizational skills, meeting deadlines and working with a high level of multicultural awareness and adaptability

***Professional Experience***



 **(Abuja, Nigeria ) 2017-2019 As a Call center Agent**

**Responsibilities**

**Assist customers with concerns regarding their plans, phones and other services**



Make outbound calls to customers who cannot chat and or set call backs Addressed all customers queries,inquiries, complaints and provided timely feedback



Provided first-aid services when needed and also Handled all USB and mobile internet basic troubleshooting related issues



 **(Abuja, Nigeria ) 2015-2017 As a Retail Assistant**

**Responsibilities:**

Keeping clothing at the store in order



Tallied all retail sales at the end of the day



Making sure all new clothing is tagged with a price and customer code



Making sure there is stock of new purchases



Cashing in and out of items purchased



Looking on new orders for clothing from manufacturing companies

***Educational background***



G. C.E. ADVANCED LEVEL

***Language proficiency***



* **English**

***Personal Objective***



My desire is to bring my sense of confidence and hard work to the organization and to the people I work with.

***Professional Skills***



* Excellent communication skills.
* Excellent teambuilding skills.
* Strong organizational skills.
* Strong attention to detail.
* Outstanding ability to walk and stand for a long period of time
* Friendly customer service Agent
* Skilled in communicating with people of diverse cultures while providing exceptional customer service

***Computer skills***



* Microsoft word establishment
* Internet skills