

OKORIE VIVIAN NKERUIKA

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Address: Gbagada, Lagos.

Objective:

Motivated and personable individual seeking a receptionist position to utilize strong communication, organizational, and multitasking skills in a professional environment. Eager to contribute to smooth front-desk operations and provide exceptional customer service.

Personal Data

Date of Birth: February 5

Sex: Female

State of Origin: Imo, Orlu

Nationality: Nigerian

Institutions Attended with Date

Imo State University	2013 – 2017
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(Biochemistry)

Ojike Memorial Secondary School, Orlu	2005 - 2011
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(West African Senior School Certificate)

St. Anglican Nur. & Pry. Sch., Mangu, Jos, Plateau State	1998 - 2004
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(First School Leaving Certificate)

Working Experience

Sharonia Hotel, Owerri	2018 - 2019
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(Hotel receptionist)

- Welcoming and greeting customers as they enter
- Answering phone calls and taking messages

- Verifying guest payment method
- Maintaining record of guest room booking
- Maintaining a clean environment

Strengths

- Punctuality
- Hardworking
- Attentive to details
- Team player

Languages

English Language, Igbo, Hausa

Interests

Information organization and caring, Traveling, Music

References: Available on request