

# CURRICULUM VITAE



**Name; CLEMENTINA CHINAZA AGBAKA**

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**Address: Hill Tower, Sahara Center Al Nahda**

## **Receptionist**

### **CAREER OBJECTIVE:**

Seeking a challenging and growth orientated position in a reputable organization that best suits my qualification and experience. I am a highly disciplined, efficient, and responsible. Having a strong understanding of Hospitality, innovative visual approaches and can work under minimum supervision to achieve departmental and organizational goals.

### **PROFESSIONAL WORK EXPERIENCE**

- Work as Hostess at Transcorp Hotel Calabar, Nigeria (2012 until 2015).
- Work as Receptionist at Pyramid Hotel Calabar, Nigeria. (2016 until 2018).
- Work as Reception at Emer-Inn Hotel Calabar, Nigeria (2019 until 2022).

### **SKILLS.**

- Customer Service
- Resolving Conflict
- Experience in managing Classes and student.
- Teamwork
- Ability to adapt to the change in company culture and policy.
- Excellent communication skills
- Familiarity with health and safety regulations
- Good physical condition.
- Highly punctual and professional in all aspects of works.
- Interpersonal skills
- Excellent Computer Skills

## **EDUCATIONAL QUALIFICATION:**

- BSc Degree in Statistics (UAE Attested)
- National Diploma in Statistics
- Secondary School Education
- First School Leaving Certificate

## **PERSONAL QUALITY:**

- Ability to work under pressure.
- Quick learner
- A warm and approachable person.
- Flexibility and punctuality
- Determined, reliable, hardworking and trustworthy individual
- Good interpersonal skills
- Ability to work effectively in a team
- Integrity and Honesty
- Ability to meet tight reporting schedule
- Excellent oral & written communication skills
- Self-motivated and target-oriented
- Ability to solve problem with analytical tools
- Motivated to take charge as a leader and highly interest in taking responsibilities.
- High level of organizational and time management skills.

## **PERSONAL DETAILS:**

- Gender: **Female**
- Date of Birth: **10 Mar 1994**
- Nationality :**Nigeria**
- Passport No : **A 11978265**
- Language: **English.**
- Visa Status: **Husband's Visa**

## **REFERENCES**

- ✓ Available upon request.

## **DECLARATION**

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

**I AM READY TO JOIN IMMEDIATELY**