

NANCY ADAOMA OZOEMENA

RECEPTIONIST

SUMMARY

- To work in an establishment that will offer opportunities to enhance my career and contribute to my professional and personal growth, with a view to contribute to the improvement of the workplace and development of the organization in the true spirit and atmosphere of mutual respect, cooperation and services.

EMPLOYMENT HISTORY

Mar
2018
|
Aug
2021

- Receptionist (3 years 6 months)**
Ozopet oil and gas ltd

📍 Lagos

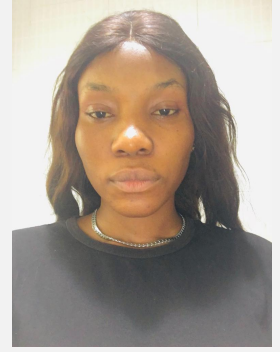
EDUCATION

Jun 2007

- High school certificate**

REFERENCES

- Mrs Ada Obasi - 08169666877**



CONTACT

✉ melodyclarap4sky@gmail.com

☎ 0588126931

📅 23 March 1990

Marital Status: Married

SKILLS

Greeting Visitors, Responding To Their Various Questions.
Providing Excellent Customer Services
Managing The Visitors Book And Giving Out Security Passes
Providing or Sending Out Information
Keeping The Reception Area Tidy

LANGUAGE SKILLS

English - Advanced

HOBBIES

Reading
Swimming
Traveling
Exercise