

Confidence Ejimofor Amarachi

Contact

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10, Mufutau Alade Street,
Egan-igando, Lagos.

Skills

- Communication
- Time management
- Organization
- Public Relations
- Creativity
- Teamwork

Language

English (Excellent)
Igbo (Excellent)

Reference

Available on request

Summary

A Highly charismatic, passionate and diligent young professional with good leadership skills, keen sense of responsibility, and proven ability to mobilize the mix of resources required to actualize work objectives. I am committed to approaching my assignments innovatively. Also, I possess excellent communication and mobilization skills with an ability to maintain positive mutually benefitting relationships across levels.

Education

National Diploma 2022 - 2024
Federal Polytechnic, Nekede

Dr Lucas Memorial Senior High School 2010 - 2016
Secondary School Certificate Examination

Experience

Cashier/Customer Service 2023 - 2026
Cilantro Restaurant

- Receive and process cash, card, and other payment methods accurately, issue receipts, and balance the cash register at the end of each shift.
- Welcome customers, take or assist with orders, answer questions about the menu, and handle customer complaints or requests professionally.
- Keep proper records of daily sales and transactions while working closely with kitchen and service staff to ensure orders are processed and delivered efficiently.

Customer Service/Receptionist 2021 - 2023
Presken Hotel & Resort

- Greet guests warmly, provide information, and assist with inquiries or requests.
- Register arriving guests, confirm reservations, process payments, and handle check-outs efficiently.
- Answer phone calls, respond to emails, manage bookings, and communicate guest requests to the appropriate hotel departments.

Receptionist 2019 - 2020
Royal Blue Hotel

- Register arriving guests, confirm reservations, process payments, and handle check-outs efficiently.
- Listen to and resolve guest complaints professionally or refer them to the appropriate department.
- Receive payments, issue receipts, and maintain accurate transaction records.