

AMATASORO LINDA ANURIKA

RECEPTION & FRONT DESK • CUSTOMER SERVICE • SALES & RETAIL

Phone: +234 807 533 2224	Email: Amatasorolindaanurika@gmail.com
Location: Pearl Estate, Island, Lagos State, Nigeria	Availability: Open to suitable opportunities

PROFESSIONAL PROFILE

Motivated, dependable and adaptable graduate with experience in guest-house reception, pharmacy sales, laboratory support and classroom teaching. Skilled in welcoming and assisting customers and visitors, communicating professionally, supporting daily operations, organizing tasks and learning new procedures quickly. Brings a positive attitude, attention to detail and a commitment to excellent service. Seeking opportunities in reception, front desk, customer service, hospitality, retail, sales, cashiering, administration or other suitable roles.

CORE SKILLS

• Reception and front-desk support	• Guest and customer service
• Visitor enquiries and assistance	• Telephone and in-person communication
• Sales and retail support	• Payment / cash-handling support
• Record-keeping and documentation	• Organization and time management
• Stock arrangement and inventory support	• Teamwork and problem-solving
• Attention to detail	• Professionalism and adaptability

WORK EXPERIENCE

Receptionist / Front Desk Assistant

2024–2025

Aku U Guest House | Location not specified

- Welcomed guests, responded to enquiries and provided courteous front-desk assistance.
- Supported guest check-in and check-out procedures and helped communicate relevant information to visitors.
- Assisted with calls, guest requests, basic records and coordination of daily front-desk activities.
- Helped maintain a neat reception area and handled guest concerns professionally, referring issues when necessary.

School Teacher

2025–2026

Zenith International College | Ughelli, Delta State

- Prepared lessons and supported students' learning in line with classroom objectives.
- Maintained a respectful, organized classroom and encouraged positive student participation.
- Communicated appropriately with colleagues and supported routine school activities.

Sales Personnel / Pharmacy Assistant

2022–2024

Jafred Pharmacy & Mini Mart | Owerri, Imo State

- Assisted customers with product enquiries and provided courteous service throughout the buying process.
- Supported sales, product display, shelf arrangement and monitoring of stock levels.
- Assisted with payment transactions and helped keep the sales area organized.

Laboratory Scientist Assistant

2019–2020

Labhud Diagnosis | Owerri, Imo State

- Supported routine laboratory activities and helped keep work areas clean and organized.
- Assisted with handling, arranging and documenting laboratory materials according to instructions.
- Followed workplace procedures and supported the team with attention to detail.

EDUCATION

B.Sc. Microbiology Graduated 2022	2022
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PERSONAL STRENGTHS

Honest and dependable • Friendly and respectful • Willing to learn • Well-organized • Able to work independently or as part of a team

REFERENCES

Available upon request.