

OTIS DANIELLIA CHIAMAKA

📍 10, Jehovah Street, Araromi Estate, Weighbridge, Ikorodu, Lagos State, Nigeria

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PROFESSIONAL SUMMARY

Motivated and customer-focused professional with experience in front desk administration, sales, and customer service. Adept at managing client interactions, handling administrative tasks, and supporting business operations. Known for strong communication skills, attention to detail, and a positive attitude toward work. Seeking to contribute to organizational growth while developing professionally.

CORE SKILLS

- Customer Service & Relationship Management
 - Sales & Product Recommendation
 - Administrative Support
 - Communication (Verbal & Written)
 - Time Management & Organization
 - Problem Solving
 - Team Collaboration
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WORK EXPERIENCE

OTTAMA INTERIOR

Sales Associate

- Assisted customers in selecting interior décor products and furnishings
- Provided product knowledge and recommendations to increase sales
- Maintained strong customer relationships and ensured satisfaction
- Processed transactions (cash, POS, transfers)

- Organized and maintained showroom displays
- Followed up with customers for feedback and repeat business

PEAK EYE CARE

Receptionist

- Managed patient appointments (scheduling, confirmation, cancellations)
- Handled inquiries regarding services and clinic operations
- Maintained and updated patient records confidentially
- Processed payments and explained billing information
- Assisted in sales of glasses, frames, and eye care products
- Ensured a clean, welcoming reception environment

CHERISH LAUNDRY SERVICES

Receptionist

- Received and tagged customer clothing items
- Responded to customer inquiries and complaints professionally
- Monitored laundry processes and equipment status

ADESQUARE CARS

Secretary / Front Desk Admin

- Managed customer interactions and front desk operations
- Performed administrative duties including document handling and filing
- Supported daily office operations

EDUCATION

National Diploma (ND)

Lagos State Polytechnic — 2024

Senior Secondary School Certificate (SSCE)

Successbell College, Ikorodu — 2017

PERSONAL DETAILS

- Date of Birth: 20th March
 - Gender: Female
 - Marital Status: Single
 - State of Origin: Abia State
 - LGA: Umuahia South
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STRENGTHS

- Strong work ethic
 - Positive attitude
 - Quick learner
 - Excellent interpersonal skills
 - Team-oriented and dependable
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ADDITIONAL SKILLS

- Basic Business Management
 - Entrepreneurship Development
 - Proficient in handling customer interactions (in-person, phone, online)
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HOBBIES

Reading, listening to music, socializing, solving puzzles, and exploring perfumes.

REFERENCES

Available upon request.