

I D E G U N, F A I T H E B O S E R E M E

Phone: 07033324389, 09016536612

Email: eboseremefaith@gmail.com

C A R E E R O B J E C T I V E

To actualize myself in an organization that requires resourceful efficient and self-motivated person who will work under little or no supervision to achieve the organization goals and to become an established versatile philanthropist committed to using leadership skills and principle to set a standard for the new generation and model based on values.

E D U C A T I O N A L Q U A L I F I C A T I O N S

2022 Tai Solarin University of Education, Ogun State,
Educational Technology – (B.Ed.)

2015 Greatest Adex Star College, Lagos State,
Secondary School Certificate Examination

W O R K H I S T O R Y

Archy Pharmaceutical Limited, Lagos State.

2024 – 2026

Position: Production Officer

Responsibilities

- ❖ Ensure daily factory targets are achieved.
- ❖ Recommend improvement to maintain production integrity, consistency and quality.
- ❖ Maintain strong communication and interpretation skills.
- ❖ Maintaining, updating and keeping accurate records of processes.
- ❖ Any other duties assigned by the management

Government Technical College, Kano State.

2022 – 2023

Position: Teacher

Responsibilities

- ❖ Planned and implemented integrated lessons to meet
- ❖ national standards.
- ❖ Worked cooperatively with other teachers, administrators, and parents to help students reach learning objectives.
- ❖ Communicated frequently with parents, students, and faculty to provide feedback and discuss instructional strategies.
- ❖ Kept students on task with proactive behavior modification and positive reinforcement strategies.
- ❖ Graded and evaluated student assignments, papers, and course work.

- ❖ Incorporated exciting and engaging activities to achieve student participation and hands-on learning.
- ❖ Supported student physical, mental, and social development using classroom games and activities.

Bolaji Photography, Ijebu – Ode.

2021 - 2022

Position: Customer Care Representative

Responsibilities

- ❖ Addressed customer complaints and mitigated dissatisfaction by employing timely and on-point solutions.
- ❖ Helped large numbers of customers every day with a positive attitude and focus on customer satisfaction.
- ❖ Logged call information and solutions provided into internal database.
- ❖ Resolved concerns with products or services to help with retention and drive sales.
- ❖ Train new employees in the best practices and customer care procedures to eliminate inefficiencies.
- ❖ Maintained and managed customer files and databases.

Archy Pharmaceutical Limited, Lagos State.

2015 – 2016

Position: Front Desk Officer

Responsibilities

- ❖ Answered multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel.
- ❖ Followed company security and check-in policies and procedures and reported suspicious activity to supervisor.
- ❖ Contacted housekeeping staff and maintenance department to resolve issues with guest rooms.
- ❖ Handled tasks and responsibilities for front office employees during periods of understaffing.
- ❖ Oversaw front desk operations with eye for hotel reputation, staff productivity, and operational efficiency.

KEY COMPETENCIES & SKILLS

- ❖ Dedicated to Excellence and Integrity.
- ❖ Prolific interpersonal and communication skills.
- ❖ High level of commitment to assigned duties and responsibilities.
- ❖ Attentive to details.
- ❖ Excellent multi-tasking abilities.
- ❖ Excellent Problem-solving skills.

REFERENCES:

Available on request.