

IJEOMA AZUBUIKE

Address: Goshen Trust and Sunbuilt Estate, Kagini -District Abuja FCT Phone:
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OBJECTIVE

To secure a responsible career opportunity where I can fully utilize my training, skills, and experience while contributing meaningfully to the success and growth of the organization.

SKILLS AND ABILITIES

- Computer literacy and Microsoft Word proficiency
- Data management skills
- Problem-solving abilities
- Teamwork and collaboration
- Good communication skills
- Ability to work with little or no supervision

PERSONAL INFORMATION

Date of Birth: 13th September 1997
State of Origin: Abia State
Local Government: Isiala Ngwa South
Sex: Female
Marital Status: Single
Religion: Christianity
Nationality: Nigerian

WORKING EXPERIENCE

- **Victorious Mega Kitchen (Supervisor (F & B) (2024 -2025)**
- Supervising Waiters, Waitress and other F& B staff
- Ensuring Customers are served promptly and professionally
- Assigned duties and prepared staff work schedules
- Monitored Food and Beverage quality before it's served to customers
- Handled Customers complained and resolved issues politely.
- Ensured Health and safety regulations are followed

Nigerian National Petroleum Corporation / Ministry of Petroleum Resources (NYSC) (2022 – 2023)

- Recorded and filed invoice
- Sorted and distributed files
- Attended to clients and visitors
- Provided general office support

Nigerian National Petroleum Corporation (Industrial Training) (2018 – 2019)

- Recorded and filed invoices
- Sorted and distributed documents
- Assisted with office administration

Suncourt Hotel & Suite (Receptionist) (2016 – 2018)

- Managed meeting and bookings
- Maintained records and documentation
- Attended to guests and clients
- Record Keeping

EDUCATIONAL QUALIFICATIONS

Higher National Diploma (Human Resources Management)

– Kaduna State Polytechnic (2020)

National Diploma (Library and Information Technology)

– Federal Polytechnic Nasarawa (2016)

West Africa Examination Council(WAEC)

– Kings Comprehensive Secondary School, Saburi Dei-Dei, Abuja (2013)

First School Leaving Certificate (FSLC)

– De-Grace International Academy, Dakwa, Abuja (2005)

PERSONAL SKILLS

Ability to impact knowledge, quick learner, dedication, dependability, and ability to work under pressure

INTERESTS AND ACTIVITIES

Cooking, surfing the internet, listening to news and music, and reading books.

REFERENCES

Brianna's Autos Nigeria Limited

Along Kubwa/Gwarinpa Express way
0817 614 8156

Kelechi Azubuike

Building Materials Dealer
Saburi Dei Dei central market Abuja
0803 509 5749