RESUME

JUSTINA VALENTINE OKON

2 Canal Estate, Community Road, Ago Palace Way, Okota, Lagos.

PERSONAL DATA

Nationality : Nigerian

State of Origin : Akwa Ibom State

Marital Status : Single

Sex : Female

Mobile : +2348161775960, +2347035938500

E-mail : valentinejustina00@gmail.com

Most recent Employment: **Secretary at Dueways Innovations, Jubilee School, Uyo**

OBJECTIVE:

To Identify with and Contribute to Raising the Bar of Excellence in a Dynamic Organization where Hardworking, Integrity, Honesty and individual contributions are encouraged and rewarded. Also, to provide services that will add value to the organization's Corporate Goals with Undiluted Passion for Excellence.

ACADEMIC QUALIFICATIONS

University of Calabar
Diploma in Law 2019

Christian High School
West African Senior Certificate Examination (WASSCE) 2014

Jubilee International School *2007*
First school leaving certificate

WORK EXPERIENCE:

Feb - Jun 2025

Role/Function: Cashier

- **Temple Hill Supermarket**
  - Receiving Payments
  - Issuing Receipts
  - Operating the cash register
  - Balancing the cash drawer
  - Keeping things organized, ensuring smooth operations, and possibly managing documents or meetings.

Aug - Dec 2025

Role/Function: Cashier

- **F&N Supermarket**
  - Receiving Payments
  - Issuing Receipts
  - Operating the cash register
  - Balancing the cash drawer
  - Keeping things organized, ensuring smooth operations, and possibly managing documents or meetings.

Sept 2024 – 2025

Role/Function: Secretary

- **Dueways Innovations**
  - Handling tasks like scheduling, correspondence, and record-keeping
  - Managing communications, emails, calls, or messages for the team or organization
  - Keeping things organized, ensuring smooth operations, and possibly managing documents or meetings.

RESUME

Nov 2023 – July 2024
Role/Function: Receptionist

- **Cedar Royal Homes**
  - Welcoming guests, handling inquiries, and directing them as needed.
  - Managing phone calls, emails, or messages for the organization
  - Doing tasks like scheduling appointments, managing records, or data entry
  - Answering questions about the organization, services, or policies

April 2022 – October 2023
Role/Function: Receptionist

- **Syrupy Hotels**
  - Answering questions about the organization, services, or policies
  - Welcoming guests, handling inquiries, and directing them as needed.
  - Managing phone calls, emails, or messages for the organization

Feb 2021 – Jan 2022
Role/Function: Receptionist

- **Beautyland Hotel**
  - Welcoming guests, handling inquiries, and directing them as needed.
  - Managing phone calls, emails, or messages for the organization
  - Doing tasks like scheduling appointments, managing records, or data entry
  - Answering questions about the organization, services, or policies.

Sept 2019 – Dec 2020
Role/Function: Front Desk / Receptionist

- **Roseville Hotel and Suites**
  - Checking in and out of the guests
  - Ensuring that guest's rooms are always clean and comfortable for use
  - Receive calls for room services
  - Receive payment of bills for all the departments

Sept 2016 – Dec 2019
Role/Function: Customer Relations Personnel

- **Gifted International College**
  - Answer questions about products/services.
  - Address complaints or problems to keep customers satisfied.
  - Foster positive connections with customers for loyalty

KEY SKILLS & EXPERTISE

- Excellent communication
- Easy adaptability
- Resilience and ability to multi-task

PERSONAL PROFILE:
Self-motivated and target oriented.
Good team player with strong analytical mind
Physical and mental alertness

HOBBIES:
Cooking, baking and singing

REFERENCES:
Available on Request