

NAKARIAH REGINA

Dutse Alhaji, Abuja
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PROFESSIONAL SUMMARY

A smart and hardworking Mass Communication graduate with experience in reception, customer service, and administrative support. Good communication skills and able to handle clients professionally. Friendly, organized, and ready to contribute positively.

EDUCATION

B.Sc. Mass Communication – National Open University of Nigeria, Dutse Abuja
Government Day Secondary School, Dutse Alhaji Abuja

WORK EXPERIENCE

Receptionist – Enjanla Restaurant, Wuse Zone 5 Abuja (Feb 2025 – July 2025)

- Welcomed customers and attended to inquiries
- Answered phone calls and managed reservations
- Assisted with front desk and customer service duties

Class Teacher & School Secretary – Divine Grace Ademola Academy, Ushafa Abuja (2024 – 2025)

- Managed student records and office files
- Attended to parents and handled inquiries
- Assisted with administrative duties

Class Teacher & School Secretary – Trinity School Academy, Ushafa Abuja (2023 – 2024)

- Maintained class records and documentation
- Assisted in office and administrative tasks

OAP Intern – Jordan FM (July 2025 – January 2026)

- Assisted in studio operations and programs
- Helped manage audience engagement

SKILLS

- Good verbal and written communication
- Customer service skills
- Organizational skills
- Teamwork and time management
- Attention to detail

TECHNICAL SKILLS

- Microsoft Word
- Social media management (WhatsApp, TikTok, Instagram)
- Basic video editing (CapCut)

REFERENCES

Available upon request