

DOMINIC, JOY BLESSING

Ojoo, Ibadan, Oyo State.
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PROFILE OVERVIEW

Detail-oriented and reliable Front Desk Professional with 1 year of experience in reception, customer service, and sales support. Skilled in managing front-desk operations, handling calls, scheduling appointments, maintaining organized workspaces, and building strong client relationships. Adept at administrative tasks, resolving customer issues, and promoting products and services. Eager to contribute strong communication, organizational, and sales skills to a dynamic team.

EMPLOYMENT HISTORY

Sales representative and Receptionist,

2023 – 2024

Lorsam Global Limited. Abeokuta, Ogun State.

Responsibilities:

- Welcomed and directed visitors and clients professionally.
- Answered incoming calls and routed them appropriately.
- Provided accurate information about products and services.
- Assisted customers with inquiries and resolved issues promptly.
- Maintained a clean, organized, and efficient reception area.
- Managed appointment bookings and meeting room schedules.
- Delivered excellent customer service to enhance client satisfaction.
- Performed administrative tasks including data entry and filing.

Teacher

2017 – 2018

Eduvile Nursery and Primary School, Ibadan, Oyo State.

Responsibilities:

- Planned, prepared, and delivered engaging lessons.
- Kept accurate records of students' progress.
- Maintained a safe, respectful, and inclusive learning environment.
- Created assignments, tests, and projects that measure learning.
- Managed conflicts fairly and calmly among the students.
- Promoted discipline without intimidation.
- Offered academic and emotional support to the students.

EDUCATION

B.Ed Christian Religion Studies University of Ibadan, Oyo State.	2024
Senior Secondary Certificate (WAEC) Supreme Academy, Ibadan, Oyo State	2016

CERTIFICATIONS

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| • Certificate of National Service (NYSC) | 2025 |
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SKILLS AND COMPETENCIES

- Strong customers skills
- Excellent communication skills, both written and verbal
- Ability to learn very fast
- Problem-solving
- Ability to manage multiple tasks
- Organizational and Sales skills

HOBBIES AND INTEREST

- Learning new things.
- Making new friends
- Reading and writing

REFERENCE

Available upon request.