

OJO VICTORIA OHUNENE

32 Ibari Street Ogba Ikeja Lagos,
Nigeria

CAREER SUMMARY

To pursue the development of my intellectual skill, taking up challenges through selfless and dedicated services. To work with existing staffs and facilities, contributing the best of my ability and quota, so as to improve organizational goal and objectives. Ability to work under pressure with Self excellent performance. -motivated and result oriented High communication skill and managerial ability.

PERSONAL DETAILS

Gender: FEMALE
Marital Status: SINGLE
Date of Birth: 22-04-2000
Contact: 09128014489| 09162720642
ojoy04578@gmail.com

HOBBIES

Music
Reading

SOFT SKILLS

-Critical Thinking
-Team Player
-Effective communication
-Problem solving
-ability to work under pressured deadline
-highly innovative

EDUCATION

Aeroport College of Aviation & Travel Management Airport Road, Lagos
State National Diploma in Travel Agency Management 2019-2020
Aeroport College of Aviation & Travel Management Airport Road, Lagos
State National Diploma in Customer Service Representative 2019-2020
Elihanse College, Lagos
S. S. C. E Certificate
2013-2019
Higher Ground Nur/pri school, Kogi Primary School Leaving Certificate
2007-2013

WORK EXPERIENCE

MONIEPOINT MICROFINANCE BANK MARKETER

ARIZONA OIL AND GAS LIMITED MANAGER AND ACCOUNTANT

- Team leadership
- oversee daily operation
- Book keeping
- Audit support

GKAS HOTEL, WAITRESS, ROOM SERVICE, RECEPTIONIST

- Perform and document routine inspection and Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning t c)
- maintenance activities
- greeting visitors, helping them navigate through an office, and supplying them with refreshments as they Wait
- Stock and maintain supply rooms
- Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- Greet and escort Customers to their tables

Good team work and interpersonal relationship skills Reliable and dependable dedicated to work and hardworking Excellent, personal, willing and swift to learn, diligent and result oriented Personal Information

REFERENCES

AVAILABLE ON REQUEST

WAHEGURU TRAVELS INT'L, IKEJA FLIGHT RESERVATION OFFICER

- Assisting and Advising Customers who may be choosing from a variety of travel options
- Making reservations for customers based on their Various requirements and budgetary allowances
- Checking the availability of accommodation or transportation on the customers' desired travel dates
- Helping plan travel itineraries by suggesting local tourist attractions and places of interest
- Processing payments and sending confirmation to Customers
- Sorting out any issues that may arise with booking

MAX-VIEW TRAVELS AND TOURS, IKEJA FLIGHT RESERVATION OFFICER/SECRETARY

- Selling and promoting reservation services
 - Answering calls, taking messages and handling correspondence.
 - Maintaining diaries and arranging appointments.
 - Typing, preparing and collating reports.
 - Filing.
 - Organizing and servicing meetings (producing agendas and taking minutes)
 - Managing databases.
- Prioritizing workloads
 - Implementing new procedures and administrative systems

AIR JARA TRAVELS AND TOURS, VI FLIGHT RESERVATION OFFICER/CUSTOMER SERVICE REPRESENTATIVE/VISA

- Responding promptly to customer inquiries
- Processing orders, forms, applications, and request
- Booking an embassy appointment for clients
- Serving as an intermediary for Visa Vendors and clients
- Updating clients the requirement for their Visa processing
- Scheduling and ability to answer question about travel times, connections and Layovers

All above certificates are available to be presented on request.