

TOMBRA AMARACHI ENGBELE

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PROFESSIONAL SUMMARY

I am a highly motivated and reliable individual seeking a position at a highly respected and reputable organization. I have exceptional organizational and interpersonal skills, and a strong commitment to providing professional administrative support.

LEADERSHIP AND ACTIVITIES

- Department Course Representative for four years.

EDUCATION

Bachelor of Science in Microbiology (B.Sc)

Second Class Upper (2:1)

Niger Delta University, Amassoma, Bayelsa State

(June, 2021 - August, 2025)

WORK EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE/FRONT DESK MANAGER

Alpha Vista Apartments - Port Harcourt, River State

December, 2025 – Present

Industry: Hospitality

- Welcomes guests, assigns rooms, hands out keys, verifies identification, and processes payment securely.
- Takes bookings through phone, email or in person, and updates it into the system.
- Handles guest complaints, wake-up calls, and ensures a pleasant stay.
- Manages lobby cleanliness, prepares shift reports, manages mails, and ensures security by monitoring the entrance.

LIBRARY ASSISTANT

Great Faith International School - Port Harcourt, River State

August, 2024 – July, 2025

Industry: Education

- Efficiently sorted and reshelfed returned items according to the library classification system.
- Ensured that books were shelved in the correct order and the general library area was tidy.
- Prepared newly acquired books by stamping, labeling, and inputting item details into the library catalogue system.
- Assisted the librarian in designing and setting up engaging and fun seasonal displays to promote new books, develop literacy programs and for reading events (like Book Week).

FRONT DESK ASSISTANT

Naval Medical Center - Port Harcourt, River State

January, 2024 – June, 2024

Industry: Healthcare

- Handled receptionist duties for the hospital.
- Maintained financial records of laboratory equipment.
- Ensured that there were accurate records of patients' information.
- Prepared medical documents for the laboratory.

SKILLS

- Microsoft Office
- Google Suite
- Professional Telephone Etiquette
- Customer Service Focused
- Email Management
- Bookkeeping
- Exceptional Verbal and Written Communication

