

VINCENT CHIZZY PRECIOUS

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PROFESSIONAL SUMMARY

Motivated and hardworking HND graduate in Accounting with practical experience in customer service, administration, reception, cash handling, marketing, and organizational support. Experienced in hospitality and business environments, with strong communication, multitasking, teamwork, and time-management skills. Seeking an opportunity to contribute positively to an organization while developing professionally and gaining valuable experience.

EDUCATION

Federal Polytechnic Nekede, Owerri

Higher National Diploma (HND) – Accounting | 2024 – 2026

Federal Polytechnic Nekede, Owerri

Ordinary National Diploma (OND) – Accounting | 2020 – 2022

WORK EXPERIENCE

Receptionist

De Moon Relaxation Place | 2025 – 2026

- Welcomed and attended to guests in a professional and friendly manner.
- Assisted customers with enquiries and provided information about available services.
- Managed reception duties and supported administrative and customer service activities.
- Handled multiple tasks efficiently in a fast-paced environment.

Marketer

Revolve Depot | 2024 – 2026

- Promoted products and services to potential customers.
- Assisted in attracting new customers and maintaining customer relationships.
- Communicated product information clearly and supported marketing activities.

Restaurant Cashier

Pretoria City Hotel | 2022 – 2024

- Received customer payments and handled cash transactions accurately.
- Issued receipts and assisted customers with payment-related enquiries.
- Provided professional customer service and supported daily cash management.

Secretary

IAMPS | 2020 – 2022

- Assisted with administrative and secretarial duties.
- Organized documents and maintained important records.
- Supported communication, coordination, and general office activities.

KEY SKILLS

Customer Service • Communication Skills • Organizational Skills • Administrative Support • Time Management • Reception Duties • Teamwork • Multitasking • Cash Handling • Record Keeping • Customer Relationship Management

LANGUAGES

English – Fluent

Igbo – Fluent

REFERENCES

Available upon request.