

CURRICULUM VITAE

Name: Famakin Miracle

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Address: Orile, Lagos State

Email: famakinmira@gmail.com

Nationality: Nigerian

Gender: Female

Marital Status: Single

Languages: English, Igbo and Yoruba

OBJECTIVE

Friendly, organized, and hardworking individual seeking the position of Receptionist. Dedicated to providing excellent customer service, maintaining a welcoming and professional environment for guests, and contributing to the smooth and efficient operation of the hotel.

EDUCATION

Grundtvig Polytechnic, Oba, Anambra State

National Diploma (ND)

Unity Secondary School, Nnokwa, Anambra State

Senior Secondary School Certificate (SSCE)

Badia Nursery and Primary School, Badia, Lagos State

First School Leaving Certificate

SKILLS

- Excellent customer service and guest relations
- Front desk operations
- Telephone etiquette
- Reservation and booking management
- Good communication and interpersonal skills
- Basic Microsoft Office knowledge
- Time management and organization
- Ability to work under pressure
- Team player with a positive attitude

WORK EXPERIENCE

1. Receptionist – Chiscotel Hotel, Akwa, Anambra state.
2. Receptionist – Victoria Hotel, Ohita, Anambra state.

Responsibilities

- Welcomed guests and handled check-in and check-out procedures.
- Answered telephone calls and responded to guest enquiries.
- Managed room reservations and maintained guest records.
- Coordinated with housekeeping to ensure room availability.

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REFERENCES

Available upon request.