



JOSEPHINE OKON EFFIONG

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PERSONAL DETAILS

Nationality : NIGERIAN
Date of Birth : 01/06/1999
Gender : Female
Marital Status: Single

LANGUAGES

English

EDUCATION

FSLC: S.F.M.A (2003-2009)
SSLC: S.F.M.A (2009-2015)
UNIVERSITY: Nassarawa State
University, Keffi, Nassarawa
State (2015-2019)

PASSPORT DETAILS

Passport No: BO1460243
Issue Date: 29/11/2022
Expiry Date: 28/11/2027

VISA STATUS

❖ RESIDENCY VISA

Career Objective:

Working in a challenging company where I can use my capabilities to advance in my career and achieve my goals. I would describe myself as a well presented, hardworking and responsibilities individual.

JOB EXPERIENCE

COMPANY: BAHAGO HOUSE
POSITION: HOUSE KEEPING
DURATION: 2 YEARS

RESPONSIBILITIES

- Ensure all rooms are cared for and inspected according to standards.
- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing.
- Notify superiors on any damages, deficits and disturbances.
- Deal with reasonable complaints/requests with professionalism and patience.

COMPANY:ALABAMA
POSITION: WAITRESS
DURATION: 3 YEARS

RESPONSIBILITIES

- Ensure the guest feels important and welcome in the restaurant
- Adhere to timing standards for products and services
- Provide the perfect service experience for restaurant patrons
- Report to property on time and in proper uniform
- Process payments of food and drink orders with the cash register

COMPANY: GLOBAL SUITES
POSITION: RECEPTIONIST
DURATION: 1YEAR

RESPONSIBILITIES

- Maintaining the reception area.
- Transferring calls as necessary.
- Managing meeting room availability.
- Greet and welcome guests as soon as they arrive at the office.