

Ifeanyi Njoku

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To obtain a position to utilize and build on my skills and abilities. As well as to assist growth in your company.

Work Experience

Security Guard/Concierge

Elite Residential Concierge Services Inc. - Toronto, ON

August 2021 to December 2022

- Greeted guests/residents with a warm and positive demeanour
- Managed guest/residents complaints
- Perform basic administrative/secretarial/reception duties
- Made reservations per residents request for usage of amenities in the building
- Answered phone and email inquiries from guests and residents in a timely and respectful manner
- Received and redirected phone calls, emails, packages etc.
- Maintained inventory of resident and building keys, as well as any items left by residents/guest at the front desk
- Performed patrols of building perimeter and premises; noted entry of all employees/guests/personnel; responded to alarms and calls of security concern; kept daily logs of activities and any other issues etc.
- Assessed any infraction of building rules and redirecting them to the proper level of management.
- Maintained high level of alertness through out the night
- Knowledgeable in Microsoft word, Excel, Building link, Protege and CCTV system

General Labourer

Toys R Us Canada - Vaughan, ON

October 2020 to December 2020

- Prepared orders by packing boxes and placing orders in delivery areas,
- promoted clean work area by complying with procedures, rules and regulations.
- Contributed to team effort by accomplishing weekly shipping goals.
- Performed inventory control; putting aside items not standard for packing & shipping
- Met individual target goals using appreciable time management, co-ordination and organizing skills

Team Member

Tim Hortons

2018 to 2018

- Accurately served customers the proper order
- Processed orders using POS machine
- Delivered consistent and outstanding guest service thorough friendly attitude, attentive behaviour and strong product knowledge
- Maintained an active pace of services by working efficiently with a sense of urgency to fill orders and meet guests' needs.

Janitor

TCDSB

2018 to 2018

- Co-ordinated with co-workers in cleaning wide range areas such as the gymnasium
- Acted independently in cleaning areas that wasn't tasked to the team
- Arranged chairs and desks
- Met and exceeded set target rooms with a spearheaded mentality

Merchandiser

Shoppers Drug Mart / Pharmaprix

2018 to 2018

- Maintained efficient flow of merchandise from back door to sales floor
- Provided admirable customer service skills
- Organized the backroom, assembled and dis-played the pre-racks
- Round about check of all merchandise of store; shopping carts, store goods etc
- Assisted co-workers in receiving goods and aiding in customers needs
- Organized eatable merchandise by expiry date

Volunteer

Food bank. Churches, Local orgnaizations - Toronto, ON

2014 to 2015

- Supported in wrapping and distributing Christmas gifts at York gate mall
- Volunteered with the Jane Finch concerned citizens organization
- Assisting churches with clerical duties, technological equipment
- stacked shelves, organized/packed food etc at society of the living food bank
- Input information into excel of items given to individuals as well as their information

Education

Advanced Diploma in Software Engineering

Centennial College - Scarborough, ON

January 2023 to Present

Secondary School in Protection, Security and Investigation

Humber College - Lakeshore, ON

January 2019 to May 2021

High school diploma or GED

James Cardinal Mcguigan - North York, ON

September 2014 to June 2018

Skills

- CCTV
- Customer service
- Guest Services

- Microsoft Word
- Cleaning/Janitorial Experience
- Administrative experience
- Warehouse Experience
- Security
- Microsoft Excel
- Basic programming

Languages

- English - Fluent

Additional Information

- Effectively communicate & build relationships with the public/customers or residents
- Dynamic and dependable team player
- Productive in independent work
- Calm and harmonious aura in the workplace
- Computerized skills, MS word; Excel; Proficient in building link; balanced typist
- Trained and Certified in first aid; AED use & CPR