JUNE NKEM JOHNSON



CONTACT

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**** 09013860246

♀ 31, akindele coker, Ikotun Lagos

SKILLS

Active Listening, Detailed Instruction, English Fluency, Strong Collaborator, Creative Problem Solving.

INTERESTS

Web Development

REFERENCE

McChester Okaike (Mr) - "Esckoe Motors"

Managing Director 08068305663

LANGUAGE

Read - English Write - English

OBJECTIVE

Compassionate, creative and effective individual. Specializing in collaborating with prospective customer to gather requirement and produce plans. Competent at performing independently or as a member of a team. Accomplished in cultivating long –term relationship with people and working in fast-pace environments.

EXPERIENCE

2016 - 2017

Esckoe Motors

Receptionist

Greeting and welcoming guests and providing them with a positive first impression of the organization.

Keeping office secure by following procedures, monitoring logbooks, and issuing visitor badges.

Complying with procedures, rules, and regulations on keeping a safe and clean reception area.

Preparing letters and documents.

EDUCATION

2019

Ekiti State University B.sc Industrial Chemistry