



ABOUT ME:

Am a dynamic female worker driven by my unwavering passion and dedication. With my laser focus and meticulous attention to detail, am consistently produces outstanding results. My infectious enthusiasm inspires others, also ensuring every task I undertake delivers tangible outcomes. This made me a true force to be reckoned with in the business world.

PERSONAL DETAILS

Date of Birth
13th APRIL 1994

Nationality

Nigeria

State
Akwa Ibom State

Marital Status
Single

SKILLS

CUSTOMER CARE REP.,
COOKING &
HOSPITALITY MANAGEMENT

FRIDAY
MARY

Effective, Smart and Intelligent

maryfridaymmm@gmail.com
09168774439

WORK EXPERIENCE

IKOYI CLUB 1938
Lagos, Nigeria
May, 2023

CEREBRAL PALSY
REHABILITATION
INITIATIVES
Lagos, Nigeria
Dec, 2022

LAGOSIA RESTAURANT
Ikoyi, Lagos
2021

UNITED INTEGRATED
CONSTRUCTION COMPANY
Lagos, Nigeria
2019 - 2020

DOVER HOTEL
Ikeja, Lagos
2020 - 2021

DAMMYVILLE PRIVATE
SCHOOL
2013 - 2018

EDUCATION

YABA COLLEGE OF
EDUCATION
Lagos, Nigeria
2013 - 2015

COMPREHENSIVE
SECONDARY SCHOOL
Lagos, Nigeria
2007

ALFA NURSERY AND
PRIMARY SCHOOL
Lagos, Nigeria
2003

CUSTOMER CARE REPRESENTATIVE

I Manage large amounts of incoming phone calls, Generate sales leads, Identify and assess customers' needs to achieve satisfaction, Build sustainable relationships and trust with customer accounts through open and interactive communication, Provide accurate, valid and complete information by using the right methods/tools, Meet personal/customer service team sales targets and call handling quotas, Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution, Keep records of customer interactions, process customer accounts and file documents, Follow communication procedures, guidelines and policies and Take the extra mile to engage customers

FIELD/PROJECT WORKER

I work with team members on the field, visiting orphanage homes and kids. Purchase of charity Items for charity works, also undertake some admin tasks for smooth operation of charity projects.

MANAGER

I Drive performance towards business goals, Leadership, Communication, Developing employees, Delegate tasks, Set goals, Conflict resolution, Prepares reports for management, Providing feedback, Accomplishes department objectives by managing staff and Administrative tasks.

PROJECT CO-CORDINATOR

I was a team player and responsible for developing project plans, defining project objectives, and establishing timelines. I coordinate resources, allocate tasks, and create project schedules to ensure smooth execution among other

HOUSE CLEANER SUPERVISOR

I overseeing and managing a team of house cleaners. They assign tasks, schedule work shifts, and ensure that the team is properly trained and equipped

CLASS TEACHER

Class teacher and helping early child grow with quality education.

HIGER NATIONAL DIPLOMA CERTIFICATE
Business Administration (HND)

SECONDARY SCHOOL CERTIFIED
Senior Secondary School leaving certificate (SSCE)

FIRST SCHOOL CERTIFICATE
First School Leaving Certificate (FLSC)



HOBBIES

Reading and Meeting People

REFREES

On Request

INTERESTS