
PERSONAL INFORMATION

Name: Joshua Dzakwa

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Address: Lekki, Lagos Nigeria.

PROFESSIONAL SUMMARY

Detail oriented and reliable administrative professional with experience in front desk operations, and customer service, sale, and office support. Skilled in communication, organization, and computer applications, with a strong ability to manage tasks efficiently and deliver excellent service. Committed to organizational growth through professionalism and efficiency.

KEY SKILLS

- Customer Service & Relationship Management
- Business Management & Entrepreneurship
- Communication (oral & Written)
- Complaints Resolutions
- Sales & Marketing Skills
- Administrative & Office support
- Team Work & Leadership

WORK EXPERIENCE

Front Desk Officer

2024

Kits Technology Abuja

- Manage front desk operations and customer inquiries
- Scheduled appointments and handle visitors
- Maintain a professional and welcoming environment

Sales Executive

2024 – 2025

Gloval Properties Abuja

- Client acquisition: identify potential clients, build relationships, and generate leads.
- Property sales: showcase properties, highlight features and negotiate deals.

- Market Research
- Client service
- Target achievement: meeting sales targets and contributing to company growth.

Operations Coordinator

2025 – 2026

Bell Transport Abuja

- Managing terminal operations, including cargo handling and storage.
- Coordinating logistics and transportation of goods.
- Ensuring compliance with safety and security protocols.
- Supervised and trained staff to improve productivity and efficiency.

EDUCATION

NCE in Technical Education

2023/2024

Ramat Polytechnic, Maiduguri Borno State.

Diploma in Business Management & Entrepreneurship

2025

Alison Online Certificate

TECHNICAL SKILLS

- Microsoft Office (word, Excel, PowerPoint)
- Graphic design
- Photography/Video editing
- Computer hardware maintenance

CERTIFICATIONS

- Certificate in Photography from DE-infinity Multimedia (2026)
- Certificate in Data analysis/Data science from Alphaprime Computer (2025)
- Certificate in Computer Operation and Office management from Alphaprime Computer (2022)

REFEREES



Available Upon Request

