

CUSTOMER SERVICE REPRESENTATIVE WITH HOUSE MANAGEMENT EXPERIENCE



Modesta Ugwuja

Place of birth: NSUKKA, Nigeria | **Nationality:** Nigerian (Nigeria) | **Gender:** Female | **Age:** 25

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ABOUT ME

A hardworking and detail-oriented young professional with a passion for continuous learning, personal growth, and teamwork, always striving to contribute meaningfully while embracing new opportunities to expand my skills.

WORK EXPERIENCE

15/01/2023 – CURRENT Lekki, Nigeria

HOUSE MANAGEMENT MAMA LUXURY HOMES

Receiving guests
House keeping
Inventory management
Domestic logistics

Business or Sector Accommodation and food service activities | **Department** Home management |

Email info@mamaluxuryhomes.com | **Website** <https://www.mamaluxuryhomes.com/>

EDUCATION AND TRAINING

08/09/2012 – 28/07/2018 Akokwa, Nigeria

O LEVEL CERTIFICATE St.Damian Sec/Tech School

LANGUAGE SKILLS

Mother tongue(s): **IGBO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C1	B1	C2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Good listener and communicator | - Proficient in MS Office | Social Media | Microsoft Office | Organizational and planning skills | Good Teamplayer