**EJEMBI FAITH OGEYAA**

Spring Valley Estate, Lugbe, Abuja, FCT.

(+234) 0810 276 1942,

acheogeya95@gmail.com

**PROFILE SUMMARY**

A hardworking individual who strive for excellence and precision at all time, in all position and circumstance, attaining professional distinction and proficiency.

**EDUCATION**

* Federal University of Agriculture, Makurdi, Benue State **|2016-2021|**

-Bachelor of Science, Statistics

* Aveco Model College, Makurdi, Benue State **|2008-2014|**

-Senior School Leaving Certificate

* Shepherd Heritage Academy, Makurdi, Benue State **|2000-2008|**

-First School Leaving Certificate

**HOBBIES**

* Travelling
* Surfing
* Reading Journals
* Writing

**SKILLS AND COMPETENCIES**

* Good leadership Skills
* Good Team Player
* Good communication Skills
* Good IT and Computer Knowledge
* Self-Motivated, Self-Driven and Goal Oriented
* Ability to Work with Minimal Supervision
* Project Supervision

**PROFESSIONAL WORK EXPERIENCE**

**Receptionist - Benysta Hotel, Gwarinpa, Abuja** **May 2023 – May 2024**

* Managing the Check-in and Check-out Process of Guest(s)
* Managing Bookings
* Proactively Attending to Enquiry and Request of Guest(s)
* Assisting with Administrative Tasks at the Front Desk

**Ministry of Finance, Budget and Planning, Lafia, Nasarawa State 2022 - 2023**

* Filling Loan Cards
* Raising Payment Vouchers
* Preparation of Monthly Expenses Claim

**Receptionist – Hally Days Hotel, Makurdi, Benue Satte** 2**021**

* Welcoming Guest(s)
* Managing the Check-in and Check-out Process of Guest(s)
* Proactively Attending to Enquiry and Request of Guest(s)
* Africa Leadership Experience Virtual Assistant Certification (In-view)

**PROFESSIONAL TRAINING, COURSES AND CERTIFICATIONS**

* Africa Leadership Experience Virtual Assistant Certification October 2024

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised [where/how you found the job posting]. With my background in [mention relevant skills/experience], I am confident in my ability to contribute to [Company's goals or mission].

In my previous role as [mention previous job title], I [highlight key achievements or skills relevant to the job you're applying for]. I am particularly excited about the opportunity to work with [Company Name] because [mention why you are interested in the company or the role specifically].

I have attached my resume for your review. I would welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at [phone number] or [email address] to arrange an interview.

Thank you for considering my application. I look forward to the opportunity to contribute to [Company Name].

Sincerely,  
[Your Name]