


JULIET UDOYE C.

CONTACT

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 38/40 Hakeem Dosumu Street,
Ago Palace Way, Okota ,Lagos
State

EDUCATION

Graduate

**Nnamdi Azikiwe University,
Awka Anambra State.**

2018-2023

B.Sc in Sociology

SKILLS

- Virtual Assistant
- Ability to work under pressure
- Communication skills
- Interpersonal skills
- Problem-solving skills
- Exceptional Organizational Skills
- Excellent time management skills
- Versatility skills
- Proficiency in written and spoken English
- Proficiency in MS office

OTHER CERTIFICATION

ALISON

HOBBIES AND INTEREST

Music and Travel enthusiast

PROFILE

Passionate and Driven Sociology graduate with a passion for human interaction as well as organizations. In the past 7 years. I have acquired experiences but not limited to customer service, customer care, hospitality, retail trade etc . My pursuit to understand people, organization and serve people better has connected me to my passion for Human Resources which has fueled my desire to undergo in- person and online trainings to build administration skills. Detail-oriented, good multitasking abilities, self-motivated personality and also a team player to accomplish on-time and accurate clerical tasks.

WORK EXPERIENCE

SUPERMARKET ASSISTANT

ONE SOURCE MART

April 2018 - October 2022

- I was in charge of selling products in my department and assisting customers with any queries in our retail outlet. I was also responsible for taking notes of stocks that need replacement on the aisle , removing goods which are past their sell-by date from the shelves, stacking the shelves and display areas, cleaning the shelves and keeping stock neat and tidy and making sure that stocks are rotated.

WAITRESS

MEGA CHICKEN RESTUARANT

May 2018 - September 2018

- As a waitress, i had many duties to ensure a pleasant dining experience for our guests such as: taking orders, serving the food and drinks, providing recommendations, providing excellent customer service and maintaining cleanliness. In addition to my core responsibilities, I also aimed to create a welcoming and pleasant atmosphere for guests by engaging in friendly conversations and maintaining a positive attitude at all times.