

# Faith Agbonkhehi

✉ phaithagbons@gmail.com

☎ 08107257814

📍 Opp. Commerce plaza, Area 1, Garki, Abuja.

Innovative person with a passion for creativity. Success driven hospitality with some years in experience in driving customer satisfaction and business growth through unique value offering in my discipline. Skilled at delivery excellent service, monitoring and evaluating for effective task completion, planning and implementing control measures, project management procedures and policies committed to developing creative strategies that promote your idea and request through outstanding services.

## Experience

### National Youth Service Corps

Sep 2022 - Jun 2023

#### Mega Tone Global Limited ( Shekinah Glory Estate, Gudu, Abuja.

- General Assistant to the Organization.
- General Sales and Management.
- Preliminary Architectural Designs.
- Assisting in Supervision of Site.

### Administrative manager- Cafe Vibes, Ekpoma, Edo State.

Aug 2021-July 2022

- Managing all aspect of the human resources function with the company.
- Develop and oversees the performance management including performance evaluation.
- Providing guidance and support to other managers in management and creative development.
- Collaborate with other teams to ensure a seamless customer experience and address issues.
- Monitoring the effectiveness of training program and provide recommendation for improvement.
- Maintain records , updating , maintaining database with accurate and relevant informations.

### Internship - Multi System Consultant, Area 2, Abuja.

2019

- Handling project works and management .
- Typing, printing and photocopy documents for ongoing projects.
- Attending site meeting and taking minute for the organization.
- Visiting site and interacting with client and other contractors.

### Customer service- OfureEhi Ventures, Ekpom, Edo State.

2015 - 2017

- Attending to the needs of customers, answering and receiving calls
- Interact with client via phone, email or chat, addressing question, concerns and request.
- Taking and keeping records of customer's interactions, transactions, comments and complains.
- Responsible for the first impression as the face of the company, providing introducing.

## Education

### Ambrose Alli University

2017- 2021

- Bachelor of Science, Architecture

### Federal Science and Technical College, Uromi, Edo State

2013 - 2015

- WAEC/ NECO

### Ambrose Alli University Secondary School, Ekpom, Edo State.

2011 - 2013

- Junior certificate

## Skills

- Project Management
- Creativity skills
- Critical thinking
- Communication Skills
- Quick learner
- Graphic design
- Problem-solving
- Computer skills
- Time Management
- Eye for Detail
- Client relationships
- Team player