

OMAOJO CALISTA DENNIS
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Bauchi State
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Creative and self-motivated with a commitment to achieving high standards and results. Over the years, I have been able to identify and learn new skills, manage resources effectively and gained valuable experiences that will help me perform excellently and achieve set goals and targets in any organization I find myself. My experience has been very entrepreneurial, but at the same time collaborative. I intend to leverage these skills and experience to create and add value to the engagements I work on, teams I work with, clients I work for, and ultimately the firm that employs me. I am a fast learner, highly flexible with excellent adaptability to new environment and effective communicator with a commitment to service.

PERSONAL DATA

State of Origin: Kogi State
Local Govt: Olamaboro
Marital Status: Single
Date of Birth: 29th October 1998
Language: English and Hausa

EDUCATION/QUALIFICATION

THE FEDERAL POLYTECHNIC Higher National Diploma, Public Administration, 2019	Gwallameji, Bauchi State
PLATEAU STATE POLYTECHNIC National Diploma, Public Administration, 2017	Barkin-Ladi, Plateau State
GOVERNMENT SECONDARY SCHOOL, West Africa Senior School Certificate, 2013	Laranto, Plateau State
L.E.A. NURSERY/PRIMARY SCHOOL Primary School Leaving Certificate, 2007	Kwanga, Plateau State

WORK/ INDUSTRIAL EXPERIENCE

TRASSION MOBILE COMPANY	Kano City, Bauchi Region May 2021 Til Date
<ul style="list-style-type: none">• Answering any simple issues that a customer may have• Investigate customers complain and resolve complain quickly and patiently• Meeting customers demands and also collect customer feedback• Answer, screen and forward appropriate incoming calls.	

WEST AFRICAN EXAMINATION COUNCIL (WAEC) Place of Primary Assignment, NYSC (Administrative Unit)	Brishi-Fulani, Bauchi March, 2020- February, 2021
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- Notifies company personnel of visitors arrival
- Attend to visitors by greeting, welcoming, and directing them appropriately.
- Answer, screen and forward appropriate incoming calls
- Ensure receptionist area is tidy and presentable at all times with all necessary stationeries and materials

GATEWAY COMPUTER ENTERPRISE
Industrial Training (Administrative Unit)

Gwalameji Bauchi State
January 2017 - January 2018

- Welcoming Visitors and directing them to relevant office/personnel.
- Over seeing specific unit operations
- In charge of hiring employee and to ensure that the employees are working properly and efficiently.
- Preparing reports and maintaining appropriate filling system.

PLATEAU STATE HOUSE OF ASSEMBLY
Industrial Training (Administrative Unit)

Jos, Plateau
December 2014- March 2015

- Receiving memos and dispatch
- Welcoming Visitors and directing them to relevant office/personnel.
- Coordinating and managing appointments, meetings and conference room schedule
- Information Desk (giving out necessary information concerning the organization)
- Overseeing the maintenance of office facilities' and equipments.

HOBBIES

Reading and making friends, Traveling and Listening to music

SKILLS AND INTERESTS

- Interpersonal relations and team approach to work
- Customer service skills.
- Self - motivation
- Ability to work under little or no supervision
- Ability to withstand pressure at all time
- Verbal and written communication skills
- Computer literate and ready to learn new software while developing my skills further

REFERENCES

Upon request