

# COMFORT DANIEL

*Contact Address: Anguwan Yarbawa, Wunti Dada*

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## PERSONAL DATA:

Date of birth:	6 <sup>th</sup> June, 1999
Place of birth:	Bauchi
L.G.A:	Dass
State of origin:	Bauchi State
Marital status:	Single
Nationality:	Nigeria
Religion:	Christianity

## EDUCATIONAL BACKGROUND WITH DATE:

- National Diploma, Human Nutrition and Dietetics, College of Health and Technology  
Ningi, Bauchi 2017 - 2020
- West African Senior School Certificate Examination (WASSCE)  
Royal Kids Secondary School 2010 - 2016
- First leaving school certificate (FLSC)  
Wunti Dada Primary School Bauchi 2004 - 2010

## WORKING EXPERIENCE:

- **Front Desk/Receptionist at Riveredge Resort and Hotels , Bauchi** 2021-Till  
Date

### Duties

- I am in charge of receiving guests and assist them with check-in and check-out
- I directly received the official letters and phone calls for the organization and directed it to the appropriate desk
- I directly manage hotel supplies and inventory stocks
- I keep accurate record of office expenses and costs.
- I manage guest bookings and reservations
- I respond to all guest questions and question

## PERSONAL SKILLS:

- MS Office Tools (MS Word, Excel, Power point)

- Ability to adapt to a new environment
- Ability to work with Speed and Accuracy
- Good Administrative and Communication skills

**HOBBIES:** Meeting new people, Learning new things,

**REFEREES**

**Available on Request**