JOSEPH CHINENYE ANITA

Receptionist | Customer Service Representative | Marketer

Phone: 07012733076
Email: harniterjoseph2007@gmail.com
Location: Enugu State, Nigeria

PROFESSIONAL SUMMARY

Highly motivated and professional individual with experience in customer service, marketing, and front desk operations. Strong ability to communicate effectively, build positive customer relationships, and manage responsibilities in fast-paced environments. Skilled in handling customer inquiries, administrative tasks, and promoting services while maintaining a high level of professionalism and organization.

CORE SKILLS

Customer Service	Communication Skills	Marketing
Front Desk Operations	Problem Solving	Administrative Support
Microsoft Office	Team Collaboration	Time Management

WORK EXPERIENCE

Receptionist / Customer Service Representative / Marketer

- Welcomed customers and responded to inquiries professionally.
- Assisted with office administration and front desk activities.
- Promoted products and services through effective customer interaction.
- Maintained excellent customer relationships and ensured customer satisfaction.

EDUCATION

Higher National Diploma (HND)

Mass Communication

Institute of Management and Technology (IMT), Enugu State — **2021**

Secondary School

Rocland Secondary School, Lagos — **2014**

NYSC

National Youth Service Corps (NYSC)

Service Period: **30 July 2025 – 29 July 2026**