

OGBUU CHRISTIANA IFEOMA

Nationality – Nigerian

Date of Birth – June 24, 1990

Status - Single

Home Address – *No. 4 popoola street off Ago palace way lagos state*

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SUMMARY

I am Confident in accepting Challenges, Resourceful, Knowledgeable, Pro-active, Energetic and Disciplined Individual. I am seeking to utilize my Skills and Experience to Contribute to an Organization's growth. I am Committed and Enthusiastic to Solving Complex Problems with Creative Thinking.

DEMONSTRATED SKILLS

- Creativity
- Critical Thinking
- Complex Problem Solving
- People Management
- Coordinating with Others
- Emotional Intelligence
- Sales Coordination

EDUCATION

Ebonyi State University Abakaliki, Ebonyi State (2010 - 2014)

- BSc (Hons) Microbiology - Second Class Lower Division

Amasiri Secondary School Amasiri, Ebonyi State (2006)

- West African Senior School Certificate
- Junior Secondary School Certificate

Amasiri Central School Amasiri Ebonyi State (2000)

- First School Leaving Certificate

TRAINING/WORK EXPERIENCE

FRANJAN ROYAL SUITE (May 2018 - Date)

FRONT OFFICE EXECUTIVE

- I Conducted successful sales of company products.
- I efficiently used sales software to conduct my sales.
- I managed the company's communication channels (Phone & Email)

Immaculate Hospital Aba (Industrial Training 2013)

Lab Technician

- I assisted in conducting primary and advance laboratory tests.
- I correctly registered and monitored patient's record and inventory.
- I carried out other duties as assigned by management.

Capital Express Assurance

Customer service/Marketing officer (Jan 2017 – Dec 2017)

- I carried out Sales and Marketing of capital express and Other Related Customer Services.
- I managed the company's communication channels (Phone & Email)
- I Administered and monitored the financial system in order to ensure that finances are maintained in an accurate and timely manner.

St Mary's Commercial Secondary School, Ikot Ekpene, Akwa Ibom State

National Youth Service Corps (Nov 2015 – Nov 2016)

- I provided students with information and tools they need to master a subject.
- I assisted in Conducting Practical Classes for Students.
- I performed a variety of other office tasks assigned by the principal.

INTERESTS

- Reading and Creative Writing.
- Listening to both Political and Business News.
- Travelling and Meeting New People.
- Always ready to learn new things.

LANGUAGES

- English, Igbo.

REFERENCE

- Available on request.