

ANUCHA JOY CHINEMENMA

10, Akin Olugbade Street, Victoria Island, Lagos

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PERSONAL DATA:

Date of Birth: 23rd April, 1988
State of Origin: Abia State
Nationality: Nigerian
Religion: Christianity
Marital Status: Single

CAREER OBJECTIVES:

To work sedulously towards the accomplishment of a challenging and reputable organisation thereby attaining a higher level of personal and professional development.

PERSONAL COMPETENCIES:

- Resourceful and result driven
- Client management
- Excellent interpersonal relation
- A good team spirit and attention to details
- Ability to handle variety of activities and confidential matters with discretion
- Articulate communication and analytical skill
- Effective documentation and filling
- Solid knowledge of office procedures
- Presentation skill and multi-tasking
- Report writing
- Ability to handle pressure rationally and gainfully
- Ability to maintain a realistic balance among multiple priorities
- Risk management
- Integrity and tact
- Experience with office management software (MS Word, MS Excel, minimal knowledge of power point, PDF for document editing, salesforce, the use of capsule for CRM)

SOFT SKILLS:

- Web development
- Graphic design
- Google my business listing
- Email marketing

QUALIFICATIONS:

2020 Lentora (Fundamentals of Human Resource Management)

2010-2014 Abia State University, Uturu (B.Sc Education Economics, Second Class Upper Division)

2007-2010

Divine Commando College, Baba-Ode, Ogun State, Nigeria (Senior Secondary Certificate Examination)

WORK EXPERIENCE:

May 2019 – May 2020

Maple Travels Ltd, 26B, Abike Suleiman Street, Lekki Phase 1, Lagos, Nigeria

Position held: Visa Desk/Admin Officer

Duties carried out:

Visa processing, hotel booking, handle clients queries, visiting embassies for enquiries, international admission processing, handle the imprest, drafting of payslips, issue local and international ticket, prepare regular reports on expenses and office budgets, manage office supplies stock and place order, organise a filing system for important and confidential documents, maintain the MD's calendar and schedule appointments, daily report of duties carried out.

Nov 2018 – April 2019

VDF Leasing, Suite 178/179, Block A2-2 Sura Shopping Complex, Simpson Street, Lagos, Nigeria

Position held: Secretary to the MD

Duties carried out:

Welcoming visitors and handle queries, ensure the office environment is tidy, manage office supplies and place order, drafting acknowledgement letters and personal correspondence, attend meetings and minute writing, provide a bridge for smooth communication between the MD and visitors, works closely and effectively with the MD to keep him informed of upcoming commitments and responsibilities, complete a broad variety of admin tasks for the MD, manage the MD's calendar and appointments, arranging travel plans, itineraries and agendas, filing and retrieval of confidential documents, distribute and store correspondence, and other tasks that facilitates the MD's ability to effectively lead the company.

Nov 2015- Nov 2016

NYSC: Victory Kings and Queens College, Ilaro, Yewa South, Ogun State

Duties: Economics, C.R.S, and Marketing Teacher

HOBBIES:

Meeting people, reading, games, and cooking

REFEREES:

MR UCHE MATTHEW

Electrical Engineer, Fareast Mercantile Co Ltd
Adetokunbo Ademola Street, V/Island, Lagos

Tel: 08057494942

MR ADEOLA GBENGA

MD, Kmas Aluminium
Onosa Town, Ibeju-Lekki, Lagos

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