

# EKE ADAOBI ANGELA

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26, Akewukewe Sanya Street,  
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## CAREER OBJECTIVE

Solutions oriented professional eager to launch a successful career with an organization where I can contribute my unique blend of skills, highly applicable business management skills and exemplary customer-support skills. Also has a commitment to excellence, work ethic, integrity and commitment to superior performance.

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## SKILLS HIGHLIGHTS

- ❖ Skilled at Microsoft Office
- ❖ Good written and verbal communication for customer relationship management
- ❖ Polished leadership skills, with ability to motivate teams to increase productivity.
- ❖ Result oriented and great at problem solving
- ❖ Ability to work under pressure and a team player
- ❖ Great managerial skills

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## PROFESSIONAL CERTIFICATIONS

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|---|------|
| ❖ Leadership Development Management   | 2020 |
| ❖ Diploma in Digital Marketing  | 2020 |
| ❖ Sales and Recruitment Process (SARPIO)                                    | 2019 |
| ❖ Teachers' Registration Council of Nigeria, TRCN                           | 2016 |
| ❖ Certificate of Career Development Seminar, AfriHub                        | 2016 |
| ❖ Certificate of Participation on Employment Readiness                      | 2016 |
| ❖ Entrepreneurial Workshop<br>( <i>Centre for Entrepreneurial Studies</i> ) | 2016 |

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## QUALIFICATIONS/ EDUCATION

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| ❖ Femkem Interior and Fashion School, Lagos<br>( <i>Diploma Certificate in Interior Decoration</i> ) | 2017 |
| ❖ Anambra State University, Igbariam<br>( <i>Bachelor in Science (ED) Business Education</i> )       | 2016 |
| ❖ Krispis Computer Institute, Nnobi<br>( <i>Diploma Certificate in Computer Studies</i> )            | 2012 |
| ❖ Cor-Mariae Girls' Secondary School, Nkpor-Agu<br>( <i>Senior School Certificate Examinations</i> ) | 2012 |
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## WORK EXPERIENCE

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### ORIFLAME BEAUTY COMPANY (SENIOR MANAGER)

*(SALES EXECUTIVE)*

2017 – TILL PRESENT

- ❖ Conducting market research to identify selling possibilities
- ❖ Evaluating customers' needs and attending to their complaints
- ❖ Actively seeking out new sales opportunity through cold calling, networking and social media
- ❖ Collaborating with team members via trainings and coaching to achieve better results
- ❖ Gather feedback from prospects and share with team members
- ❖ Prepare and deliver appropriate presentations on products
- ❖ Create frequent reviews and reports with sales data
- ❖ Ensure the availability of stock for sales demonstrations
- ❖ Participate on behalf of the company in exhibitions or conferences

### NATIONAL YOUTH SERVICE CORP

*EDUCATOR*

2017

- ❖ Present lessons in a comprehensive and interactive manner to tutors
- ❖ Provide individualized instructions to each students by promoting interactive learning
- ❖ Create and distribute educational contents to students
- ❖ Access and record student progress and provide grades and feedback
- ❖ Maintain a tidy and orderly classroom
- ❖ Collaborate with other teachers, parents and stakeholders and participate in regular meetings
- ❖ Plan and execute educational in-class and outdoor activities and events
- ❖ Observe and understand students behavior
- ❖ Develop and enrich students confidence and social skills

### ZOBO COLA INDUSTRIES (SIWES)

*CUSTOMER RELATIONSHIP MANAGER*

2015

- ❖ Attending to walk-in and phone-in clients
- ❖ Handling of customers' orders and transactions
- ❖ Addressing and resolving clients complaints and grievances
- ❖ Logging and detailing of daily transactions and correspondences

### NEW ERA COMPREHENSIVE SCHOOL (TEACHING PRACTICE)

*EDUCATOR*

2015

- ❖ Develop the students' knowledge on accounting studies
- ❖ Mentored and tutored students on the basics of accountancy
- ❖ Create educational contents and access to students
- ❖ Organized extra classes for interested participants

## HOBBIES

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- ❖ Interacting with people
- ❖ Reading
- ❖ Movies and travelling

## REFEREES

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Available on request