# victoria's photo.jpegAINA VICTORIA OLAMIDE

**#7, Ovunda Avenue, Rumuepirikom, Iwofe Road, Port Harcourt.**

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| --- | --- | --- |
| Marital Status: SingleNationality: Nigerian | Sex: FemaleState of Origin: Kwara | Age: 11/11/1989Local Government Area: Ekiti |
| **CAREER OBJECTIVE** |  |  |

To secure a challenging position with a reputable company where my skills, knowledge and competence will be effectively utilized, aiming at job satisfaction and self improvement in order to achieve the organizational and individual goals and objectives.

**COMPETENCE / SPECIAL SKILLS**

* Proficient in HR attendance monitoring and analysis
* Competent in personal computer with proficiency in Microsoft packages
* Demonstrate top notch organizational skills
* Employ proactive problem solving communication skills.
* Conscientious in following through on commitments and deadlines.

## PROFFESSIONAL QUALIFICATION/ CERTIFICATION

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| --- | --- |
| 2018 | Human Resource Management |
| 2018 | Quality Control and Assurance |
| 2016 | Tellering in Customer Services Environment |
| 2014 | Wisdom Foundation for Youth Development (WLI) |
| 2013 | Microsoft Word and Excel 2010 (Orlean Invest) |

## WORK EXPERIENCE

* **HYMAC Real Limited**

**Industry: Real Estate**

**Position: Admin Officer (2021)**

**Department: Human Resource.**

**Key Responsibilities;**

* Filing and documentation
* Scheduling official meeting
* Perform all administrative task
* Work in the position of the receptionist
* General office practice
* **VIP Express and Tourism Limited**

**Industry: hospitality and Tourism**

**Position: Sales Consultant (2020)**

**Department: Sales**

**Key Responsibilities;**

* Pitching clients in a professional manner
* Converting shows to deals
* Following up on prospects to ensure deals.

### Access Bank PLC

### Industry: Banking

### Position: Customer Care Officer (Relieve)

### Department: E-Channels(2019/2020)

### Key Responsibilities;

### Handling customers compliant on account transactions

### Onboarding new and old customers on the channels platform ( mobile app, ussd, ATM card)

### Resolving issues on failed transactions

### Cross- selling the bank's products to customers.

### Ekpashi Technical College, Boki, Cross Rivers State (NYSC)

### Teaching Staff (2018)

**Key Responsibilities**;

* Social studies instructor for junior secondaryschool.
* Acted as a personal tutor to students as allocated by theprincipal.
* Conducted internal examinations, marking andrecording.
* Participated in community development service
* **White Class Services**

**Industry: Real Estate and Management**

**Position: Secretary (2017)**

**Key Responsibilities;**

* Welcome clients in an excellent and professional manner
* Take minutes of meeting
* Filing and documentation

### INTELS Nigeria Limited Onne, Rivers State

### Industry: Logistics

### Position: HR Clerk (2013/2014)

### Department: HumanResource.

### Key Responsibilities;

* HR attendance monitoring andanalysis.
* Staff record update andfiling
* Handling client and employeecompliant.
* Staff benefits record and analysis: overtime and other allowances.
* Data collection on recruitment andselection.
* Preparation of staff identitycards.
* Preparation of pre-employee medical test.
* General office practice.

## EDUCATION

2017 Higher National Diploma in Business Administration and Management,Upper Credit Level (3.33)

Federal, Polytechnic, Nekede, Owerri, Imo State.

2015 National Diploma in Business Administration and Management, Upper Credit Level(3.12)

Federal, Polytechnic, Nekede, Owerri, Imo State.

2007 Senior Secondary School Leaving Certificate (WASSCE) Michael Comprehensive College, PortHarcourt.

2000 First School LeavingCertificate

Diocesan Educational Centre, Port Harcourt.

## INTEREST / HOBBIES

Singing, readingand researching.

## REFEREES

# Available upon request.