**AGGREY THERESA CHIOMA**

 **No 2 Osemota, Thomas Terra estate,behind Dominos,**

 **Ajah, Lagos state.**

 **aggreychioma@gmail.com**

 **Tel:08137278505**

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**PERSONAL DATA**

**Date of Birth: 9 October, 1989**

**State of Origin: Imo State**

**L.G.A: Nkwerre**

**Marital Status: Single**

**Sex: Female**

**Languages Spoken: Igbo and English**

**SKILLS AND ABILITIES**

**Language skills**

* Advanced level in English language.
* Intermediate level in local languages such as Igbo and Yoruba.
* Basic knowledge of the computer

**Project management skills**

* Demonstrated strong mastery of logistic planning and team motivation

**Personal skills**

* Ability in dealing with customer queries, complaints and grievances in a professional manner
* Excellent problem solving skills and a diligent follower of policy and procedure with added character to work instinctively and productively.
* Excellent communication skills to be able to relax agitated and anxious customers.

**Negotiation skills**

* Ability to explain a concept in variety of ways.
* Ability to negotiate skilfully in any business transaction.

**PROFESSIONAL EXPERIENCE**

**National Youth Service Corps**

**Ministry of Agriculture, Alausa. June 2013- June 2014**

* Maintained inventory for office supplies
* Maintained office files and records
* Performed assigned telephone responsibility

**Vacation Jobs**

**Ekulo group of companies, adhoc sales representative, Enugu 2015 Trade fair.**

* Used consultative selling skills to identify opportunities, overcome objections, build relationships and turn cold canvassing into sales.
* Exercised adept skills in conveying the benefits of products and services.
* Quickly learnt, mastered and sold new products offerings.

**First bank of Nigeria Ltd May 2017.**

**ROLE:**Cash processor.

**BASIC IT SUPPORTS:**

TELE MARKETING, CUSTORMER SUPPORT, VIRTUAL ASSISTANT.

**Voluntary Jobs**

**Guidance and counselling, youth enrichment programme, August 2013 – September 2014**

* Conducted development workshops
* Interviewed students and pupils and made oral diagnosis.

**ACADEMIC QUALIFICATIONS**

* Crop production and landscape management (B.agric), Ebonyi State University, Abakaliki. 2006
* Vantage international secondary school, River state (WAEC). 2004
* Alison Certified Customer service.

**HOBBIES**

* Surfing the Internet and media
* Volunteering In my local community
* Engaging in skillful training

**REFEREES: PROVIDED ON REQUEST**.