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| **MILLY OBOT**  **CONTACT**  **Address:**  16 Afaha Uqua Obokidim Road, Eket, Akwa Ibom.  **Phone:**  +23408093812378  **Email:**  [millyznew@gmail.com](mailto:millyznew@gmail.com)  **CORE SKILLS**  Client Interface and Management  Costumer Service  Product Price Management  Sales Accounting and Management  Personal Assistance  Document Filling  Presentation  Excellent Communication  Work Adaptation  Multi-tasking  Innovative  Strategic Thinking  Teamwork  Customer service Orientation  Time management |  | **OBJECTIVES**  Passionate about developing long term client relationship which promotes organizational values and currently looking for an organisation that can harness my wealth of potential in a competitive and stable environment; a dynamic organization that prides itself in giving substantial responsibility to talents.  I am ready to climb the career ladder through continuous learning and commitment.  **WORK EXPERIENCE**  March 2019- 2020  **Enumerator, Port-Harcourt Electricity Distribution Company, Eket, Akwa-Ibom State.**  Responsibilities:   * Responsible for collection of data through direct contact with customers or consumers attached to a specific distribution transformer. * Responsible for accurate data gathering to assist in the company’s decision to improve on its services to ensure accurate billing, access to electricity, proper metering and provision of required amount of energy.   May 2018-February 2019  **Cashier, Jubodlink Nigeria Limited Eket, Akwa Ibom State**.  Responsibilities:   * Successfully prepared financial reports and maintained an appropriate filing system which aided prompt auditing and reference. * Successfully carried out account services for a period which helped reconcile total sales made during that period. * Performed successful customer service via phone conversation which aided in the receival of an average of 10 orders daily. * Successfully verified product prices were in line with company criteria, up-to-date and accurate before printing.     November 2016-October 2017  **Personal Assistant to the Deputy Director (Information), The State House of Assembly, Bauchi State. (National youth service Corp).**  Responsibilities:   * Responsible for the writing and compilation of reports during Chamber seating which were sent to media houses for publication through print or broadcast medium. * Successfully disseminated information and mail to various departments in time.   **Radio Presenter, Globe FM (FRCN)-98.5,Bauchi State (Weekly Community Development Service)**  Responsibilities:   * Successfully treated issues in sub-urban areas of the state which either informed or educated listeners. * Worked with Corp members to acquire information for the interesting and insightful programme “Corpers Forum”.   **VOLUNTARY SERVICE**  **Radio Co-Presenter, Heritage Radio-104.9fm,Eket,Akwa-Ibom State**  Responsibilities:   * Performed various informative and educative programme on air which attracted more listeners. * Wrote news and Articles on timely basis.     **EDUCATION**  2004 – 2016  Higher National Diploma, Mass Communication, Heritage Polytechnic, Ikot Udota, Eket, Akwa Ibom State  2011  West Africa Senior School Certificate- Eket Comprehensive College, Efoi, Eket  **ADDITIONAL SKILLS**  Microsoft Office  HSSE Level 1,2 and 3  **REFERENCES**  **Mr. Mohammed Babaji Katagum**  Deputy Director(Information),  The State House of Assembly, Bauchi State.  +2348063163703  **Engr. Olawale John**  Proprietor,  Henolat International School, Ikot Udoma, Eket.  +2348023547623 |