**WILLIAMS, PRECIOUS INYANG**

**52 Nelson Mandela Road, Calabar, C.R.S.**

**Email: preciouzwilliams@gmail.com**

**Phone: 07019010117**

**PROFILE**

Compassionate, hardworking and result-oriented. Highly skilled in managing operational duties of business and propelling teams towards success.

**EXPERIENCE**

 2/2011-3/2012 Office Administrator

 Martibella consulting firm,

 Cross River State.

**Responsibilities**

- Partner with management throughout departments to develop viable and effective business strategies.

- Supervise operations of company to ensure corporate vision is managed and realized on a day-to-day basis.

4/2019-11/2019 Receptionist

 DE MARVELS ROYAL BITE

 Akwa Ibom State

**EDUCATION**

2013-2014: University of Calabar, Calabar, Cross River State.

Ordinary National Diploma in Business Administration

2005-2010 Government Secondary School Akim, Cross river state.

Senior Secondary School Certificate

2000-2005: Lutheran Nursery and Primary school , Cross river State

First School Leaving Certificate

**SKILLS**

- Excellent team building abilities

- Exemplary written and spoken communication skills

- Proficient in general executive duties

**LANGUAGES**

English, Ibibio, Efik

**HOBBIES**: Reading, Travelling