

AGUSIGBO, ONYINYECHI MIRABEL

ADDRESS: No. 10 Oraeri Nnokwa Street-Enugu, Enugu State
PHONE No: 08062273581, E-mail: agugift92@gmail.com

OBJECTIVE To secure a position in your organization that will enable me to orient people's experience, maintaining good communication and problem solving skills to achieve organizational goals.

KEY SKILLS

- Good communication and interpersonal skills
- Good marketing skill
- Good time management
- Good organization skills and customer service orientation
- Good problem solving skills
- Working knowledge of Microsoft offices
- Ability to work in a team

PERSONAL INFORMATION

Date of Birth: 10th May, 1995

Sex: Female

Marital Status: Single

State of Origin: Enugu

LGA: Ezeagu

Nationality: Nigeria

EDUCATION:

- 2015-2019 Enugu State University of Science and Technology Agbani, Enugu State
Applied Biology and Biotechnology (Second Class Upper Credit)
- 2007-2013 Special Science Girls Secondary School, Agbani-Ugbawka. Enugu State
West African Examination Council (WAEC)
- 1997- 2006 St. Theresa Nursery and Primary School, Enugu. Enugu State
First School Leaving Certificate

WORK EXPERIENCE:

LOCAL GOVERNMENT COUNCIL, KHANA - RIVERS STATE

Position: Clerk. 2021

EAZILY SOLUTION NIG. LTD., ENUGU STATE

Position: *Secretary.* 2020

Duties:

- Managed customer relations.
- Educate customers, retailers and distributors about our products
- Ensured customer service are processed
- Record keeping and other administrative work

IAN-SIGMA MEDICAL LABORATORY, ENUGU STATE

Position: Assistant Lab. Technical (Industrial Training) 2017

Duties:

- Collection of Samples
- Testing the samples collected
- Record keeping of the samples tested.

ESTONA BUSINESS CENTRE

Position: Computer Operator. 2013-2014

Duties:

- Typing of documents, lamination, binding and internet access

HOBBIES: Reading and Travelling

LANGUAGE SPOKEN:

English and Igbo

REFEREES:

Mrs. Agu, Chinyere Marcillina

HOD Peaceland College of Education, Enugu

Enugu State

07038143344

Mrs. Agusigbo, Regina Nkechi

Business woman

Enugu State

08035490877

