

OBIANUJU MARYJANE CHUKWUMA

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An entrepreneur with great work ethics with the ability to work in an organized work environment, possesses relevant professional experience, backed up by successful internship. Acquiring valuable insight in developing business strategies. Aiming to secure a place in an organization which will provide commercial exposure and opportunities for progression.

EXPERIENCE

DECEMBER, 2018 – TILL DATE

ADMINISTRATIVE OFFICER, MOYINSON NIG. LTD (BERGER COLOUR WORLD)

- Ensure customer service satisfaction and good client relationships
- Follow up on sales activities.
- Preparation of invoice of all sales transactions.
- Ensuring safe and efficient receipt, storage and dispatch of warehoused products.
- Distribution and transportation of goods from headquarters to/or warehouse or customers established delivery point.
- Selling products and services to prospective customers.
- Develop and maintain a customer database.
- Effective negotiation with clients.

NOVEMBER 2018 – DECEMBER 2018

SALES REPRESENTATIVE, AFA SPORTS STORE

- Provide customer service.
- Merchandise sales floor.
- Receiving shipments.
- Processing inventory and selling products to customers.
- Facilitates transactions.
- Daily and monthly account reconciliation for management vetting and documentation.

MAY 2017 – APRIL 2018

ADMIN/PERSONNEL OFFICER, ENUGU EAST LOCAL GOVERNMENT

- Taking stock and general office administration.
- Controlling of documents and filling.
- Preparation of Documents for office use.
- operational requirements by scheduling and assigning employees; following up on work results. Assists in the management of the division by evaluating existing and proposed organizational policies and procedures.

- Coordinating maintenance of office equipment – including compiling a log of IT problems.
- Dealing with incoming and outgoing correspondence, organizing couriers.
- Taking and circulating minutes of office meetings.
- Maintaining work structure by updating job requirements and job descriptions for all positions.
- Preparation of staff benefit and leave allowance.
- Staff appraisal and training evaluation procedures.
- Complete human resource.

MAY 2017 – APRIL 2018

INTERNSHIP: LABORATORY SCIENTIST, NISA PREMIER HOSPITAL

- Cash and sales analysis.
- Daily and monthly account reconciliation for management vetting and documentation.
- Collecting of body fluid samples for medical laboratory tests.
- Conducting different medical laboratory tests such as Full blood count (FBC), Erythrocyte sedimentation rate (ESR), C-reactive protein test (CRP), Fasting blood sugar (FBS), Human Immuno-Deficiency Virus / Acquired Immune Deficiency syndrome (HIV/AIDS) test, Urine analysis, Hemoglobin Count (HBC), Cross Matching (CM) etc.
- Working mechanism and standard of operation of equipment used in the laboratory such as the electron and light microscopes, centrifuge, Spectrophotometer, Hematology analyzer, etc.

EDUCATION

JUNE, 2016

B.SC. BIOCHEMISTRY, CARITAS UNIVERSITY, AMORJI-NIKE, ENUGU STATE.

SKILLS

- | | |
|------------------------|------------------------|
| • Communication skill | • Team spirit |
| • Interpersonal skill | • Attention to details |
| • Negotiation skill | • Management |
| • Organizational skill | • Problem solving |

CERTIFICATIONS

Novelle Center

Certificate in Project Management	2017
Chartered Institute of Personnel Management of Nigeria	In view

REFEREE

Available on request