**ESIANA, ESTHER CHINENYE**

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**CAREER OBJECTIVES**

My focus is to be an important asset in any organization I find myself, through adopting new methods and using my skills to elevate the status of my organization in any way possible leading to a highly productive organization.

**EDUCATION**

Bachelor of Science in Business Administration (Second class Upper division) 2014 Madonna University, Anambra State, Nigeria

Federal Government Girls College, Kabba, Kogi State, Nigeria.(WAEC). 2010

**CERTIFICATIONS**

Member Nigeria Institute of Management (NIM)

Chartered Institute of Personnel Management (Student Member)

Computer Applications (MS Word, MS Excel, MS Power Point, MS Publisher etc.) Proficiency Certificate.

**SKILLS AND ABILITIES**

* Excellent communication skills - listening
* Analytical and problem solving skills.
* Ability to work efficiently and effectively with little or no supervision.
* Ability to work with others - team player

**WORK EXPERIENCE:**

**DeBliss Concept and Solution, Lagos. 2017 - 2018**

Position: Customer Care/ Front Desk Executive

Responsibilities:

* Answered phone calls, messages and redirected calls when necessary to appropriate department.
* Disseminated correspondence, memos and forms
* Responded to Customer enquiries in a timely and professional mannerredirected and responded to incoming and outgoing mails
* Managed weekly agenda and arranging new meetings and appointments
* Organized special functions and social events
* Attended to customers and clients
* Took charge of the reception area and assist in the office administration.
* Responded to enquiries and complaints from customers

**Saint Patrick`s College, Asaba, Delta State 2015 - 2016**

Position: Instructor (NYSC)

Responsibilities:

* Prepared lesson plan and note for Business studies.
* Set examination questions for the subjects named above.
* Work with various departments and committees for productivity and success in both extracurricular and co-curricular activities.

**Benco Electronics Nigeria Limited, Kogi State 2010 - 2014**

Position: Sales/Account Officer

Responsibilities:

* Attended to customers for purchase
* Assisted customers with the selection of products
* Followed up on customers` orders until delivered.
* Advertising and getting customers.
* Monthly reconciliation of multiple bank statement.
* Proper management of petty cash
* Managed and updated of stock/goods account
* Filed documents/vouchers in the archive
* Money transfer, collection of drafts, cheques and other payments
* Supervised monthly or periodic inventory count exercise.

**POSITIONS OF RESPONSIBILITIES HELD**

Treasurer: The Managers Forum, Madonna University, Okija 2013 - 2014

Treasurer: National Association of Catholic Corps Members 2015 - 2016

**HOBBIES**

Writing and playing board games such as Chess, Sudoku, and Scrabble.

**REFERENCE**

**On Request**