PAUL RITA

 **Nyema worlu close, Rumuekini, Rumuosi, Rivers State.**

**Tel: 08060502794, 09014104955 Email: ritapaul190@gmail.com**

» Profile

* A passionate, hardworking, responsible, enthusiastic, result-oriented professional with keen qualitative aptitude,communication and interpersonal skills, leadership and excellent ethics, developing practical skills, increasing resilence and Adaptability

» Work Experience

**RECRUITMENT TRUST/JOBGAM [2021]** Port harcourt **Human Resource Asst/ Office Assistant**

* Provide clerical and administrative support
* Compile and update employee records (hard and soft copies)
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
* Coordinate HR projects :meetings, training, surveys
* Deal with employee requests regarding human resources issues, rules, and regulations
* Payroll preparation by providing relevant data (absences, bonus, leaves, etc)
* Communicate with public services
* Properly handle complaints and grievance procedures
* Coordinate communication with candidates and schedule interviews
* Conduct initial orientation to newly hired employees
* Assist in sourcing and Recruiting new candidates
* Managing and over seeing the daily Office Activities.

 **ICON MOBILE TECHNOLOGIES**

 Port Harcourt

**Front desk/customer service [2020]**

* Customer services/good clients relationship
* Response to complaints and issues on mobile gadgets and accessories
* Stay abreast/updated on mobile phones, gadgets and accessories
* Setting up phones, tabs and accessories

**AIRTEL NIGERIA**

Icon Moblie Technologies Rumuokwuta port Harcourt  **[2018-2019] Direct Sales Officer**

* Direct sales of kyc sim cards,Smes,routers and mifi
* Direct customer Sim registration and reregistration, Sim swap,Sim upgrade
* Outdoor Sim activation

 **SCHOOL KITS LIMITED**

 Ikota Complex,Lagos

 **Retail Sales Executive [2018]**

* Customer service satisfaction and good client relationships
* Response to sales enquiries and concerns electronically and manually
* Serviced existing accounts, obtained orders and established new accounts by planning and organizing daily work schedule.
* Meeting monthly objective targets.
* Stock Taking, Machandising and General sales.

» Skills

* Oral and Written Communication.
* Team work
* Problem Solving
* Leadership
* Adaptability
* Creativity
* Microsoft office (Intermediate level)
* Data Entry
* Managerial/organisational skill

» Education

 **Federal Polytechnic Nekede Owerri, Imo State**

 [HND in Food Technology] [2014-2016]

 **Pitmans Model Seconday School**

 West African Secondary School Certificate [WASSCE] [2005- 2011]

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 **S.D.A Nursery & Primary School**

 First School Leaving Certificate [1999-2004]

 » Professional Certification

* Digital Marketing

» Referees

* Available on Request.