**CYNTHIA LEKAWA POROBE**

3 Finima Street Old Gra, Port-Harcourt, Rivers State | cynnyrhody[@gmail.com](mailto:danielemenahor@gmail.com) | 08162855120

**BIO-DATA:**

State of Origin: Rivers State

LGA: Khana

Sex: Female

Date of Birth: 10th October, 1995

Nationality: Nigeria

**PROFILE**

A graduate with a flair for achieving professional goals and objective in my potential organisation, I am able to work as an individual or in a team or just as the task demands. I am teachable and willing to learn and grow in my chosen career path. I have performed excellently in administrative duties, customer services, and recording keeping tasks.

**WORK HISTORY**

**First Bank Nig LTD**

**2022**

**Position: Sorting Machine operator**

**\* Note confirmation**

**\* Fitness Sorting**

**\* Sorting of ATM note**

**\* Mutilated Note Sorting**

**Nigeria immigration Service, Ikeja-Lagos Nov.2020– 2021**

**Position: Assistant Administrative officer (HRM)**

* Promptly respond to Officers enquiries in person or via phone calls.
* Handling the opening, recording of particulars of newly posted officers and prompt filing of immigration service personnel's files.
* Receiving and dispatching emails in a professional manner.
* Filing and updating contact information of officers.
* Ensuring meetings are effectively organised and accurately minuted.

**Usen And Sons Limited, Port Harcourt, Rivers. March 2018 – 2019**

**Positions: Sales Representative**

* Received 90% satisfaction rating from customers after completed phone calls.
* Kept records of customer’s interactions, processed customer accounts and filed documents.
* Collaborated with the team to quickly resolve customer complaints with appropriate actions.
* Effectively managed approximately 50 incoming calls daily.

**St Floral International School Port Harcourt**

**Positions: Secretary**

* Received and attended to visitors on daily basis.
* Responsible for the day to day running of the administrative duties in the school.
* Accurately kept record for school fees payments.
* Answering and directing pphone calls.

**EDUCATION**

**B.Sc Business Education (Office Management and Technology) 2015-2019**

Rivers State University Port Harcourt

Second Class Lower Division.

**CERTIFICATION/TRAINING**

**Jobber man Soft Skills Training Certification. 2021**

**Information Technology Academy ICT Competence and digital lifestyle Certification. 2018**

**VOLUNTEER EXPERIENCE**

**Global phenomenon Empowerment foundation- Non-Profit Organization *April 2021***

* Volunteer labourer distributing food items and writing materials for special children.
* Amongstthree teams of 10 people to ensure a successful completion of projects at Makoko Community.

**Rotaract Club of Rivers State University - Non-Profit Organization**  January 2016- present

* Worked as a volunteer youth mentor to empower and support children.
* Worked as a volunteer to ensure the completion of a Girl Child Education project.

**SKILLS AND INTERESTS**

* **Project Management**
* Excellent organisational skills
* Proficient in Microsoft packages
* **Good Problem Solving skills**
* Good Communication skills
* Excellent and well spoken English

**INTEREST**:

Educative reading, Teamwork, andResearch

**REFEREES**

Available on Request.