

# UKHUEDUAN OLOHIGBE BETTY

20, Folarin Street, Surulere,  
Lagos, Nigeria.

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## Objective

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To strive for excellence and precision always in any position or responsibility I may undertake under normal working condition and to contribute effectively and efficiently to achieving organization's goals and objectives while improving my professional and personal skills.

## Personal Information

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Gender	Female
Date of Birth	19 <sup>th</sup> August 1994
Marital Status	Single
State of Origin	Edo State
Hobbies	Reading, teaching, meeting new people.

## Areas of Expertise/Key Skills

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- High organizational and administrative skills.
- Good customer relationship skills.
- Leadership skills.
- Good Knowledge of Microsoft Office Packages.
- Good Knowledge of Corel Draw.
- Ability to work effectively in a team.
- Ability to relate easily with others.
- Effective use of available resources to achieve set goals.
- Ability to learn new things with ease.
- Willingness to learn.
- Ability to pay attention to details.

## Educational Background

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**B.Eng. Chemical Engineering**  
University of Benin, Benin City

2017

**W.A.E.C / O' LEVEL**

## Trainings

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- Certificate in Graphics Design -University of Ibadan Consultancy Service Unit, Ibadan August 2019
- Certificate in ICT (Graphics Design) -Zeteo Citadel Consult –July 2019
- Professional Certificate in Health Safety and Environment 1 & 2 – University of Ibadan Consultancy Service Unit, Ibadan - March 2019
- Certificate in Recruitment Process Seminar / Workshop – Zeteo Citadel Consult – February 2019
- Certificate in ICT (Microsoft Office Packages) – AfriHub In Collaboration with The University of Benin ICT Unit. – August 2007

## Employment History

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**Multi Pro Consumer Products Ltd, Kaduna** Nov. 2018 - July 2019  
(National Youth Service Corps, NYSC)

- Sales Executive

### Responsibilities

- ✓ Built new business opportunities.
- ✓ Built and maintained relationships with clients.
- ✓ Met with potential clients to determine their needs.
- ✓ Gathered feedback from customers to share with the organization.

**Discovery Schools, Benin** Feb. 2018 – July 2018

- Teacher

### Responsibilities

- ✓ Taught the students English Language and Mathematics.
- ✓ Assisted in training the student on computer skills.
- ✓ Developed a good relationship with the students and with their parents.

**7UP Bottling Company Ltd, Benin** Aug.2015 - Dec. 2015  
**Student Industrial Work Experience Scheme**

**(S.I.W.E.S)**

- I.T student and Quality Control Assistant.

**Responsibilities**

- ✓ Treatment and testing of water samples used for daily production.
- ✓ Constant checks on the Production Plant to ensure each product stage is completed.
- ✓ Constant checks on the Effluent Treatment Plant.
- ✓ Assisted in the production of Syrups.
- ✓ Assisted in the daily caustic's analysis.

**REFEREES**

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**Available on Request**