

# VIVIAN EJIRO ENAKPODIA

Block 2, Flat 4 Birnin-Kebbi Crescent Site 1 FCDA Quarters Garki, Abuja |  
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## CAREER OBJECTIVES:

An organized, resourceful and results-driven diplomat seeking to obtain a position in a dynamic work environment where exceptional ability to multi-task, solve problems, work effectively in a team, meet deadlines are required in providing outstanding administrative support to supervisors, managers and to contribute effectively to the growth and productivity of the organization.

## BIODATA:

**Sex:** Female

**Date of Birth:** 19<sup>th</sup> March 1995

**Nationality:** Nigerian

## PROFESSIONAL PROFILE:

- Impeccable communication skills with a great interpersonal relationship
- Reliable and dependable team player with the ability to maintain strict level of Confidentiality regarding office Files
- Ability to understand easily the use of professional perceived software on a computer with minimum supervision
- Willing to travel extensively
- Innovative and enterprising individual with the ability to organize and prioritize work for timely completion
- Effective independent work ability and a high level of team spirit
- Ability to learn fast and provide case management and supervision in a cross-cultural environment
- Proficient in the use of Microsoft office application

## EDUCATION:

**B.Sc.**

**History & International Relations**

*Delta State University, Delta State*

**2011 - 2015**

**SSCE**

**WAEC/NECO**

**Mother of Perpetual Girls Juniorate, Delta State**

**2006 - 2011**

## EXPERIENCE:

### **FIDELITY BANK OF NIGERIA, Apo Shoprite Branch ABUJA**

#### **Direct Sales Executive | Nov 2018 – Feb 2019**

- Expanded and applied marketing projects and plans for latest and obtainable products.
- Designed and implemented strategic sales plan to expand company's customer base by large percentage and ensure its strong presence

### **STERLING BANK OF NIGERIA, Area 8 Branch ABUJA.**

#### **Direct Sales Executive | June 2018 – November 2018**

- I Designed and implement effective marketing strategies to sell new bank's contracts or adjust existing ones.
- I also appraised the wishes and demands of business or individual customers and sold the suitable protection plans.
- Contacted potential clients and created rapport by networking, cold calling, using referrals & Collected information from clients on their risk profiles whilst offering them the proper solution

### **BOKKOS LOCAL GOVERNMENT (NYSC), PLATEAU STATE**

#### **Administrative Assistant (Work Dept.) | 2016 - 2017**

- Prepared and distributed daily correspondence memos, reports, letters
- Carried out administrative duties such as filing, typing, copying and scanning
- Assisted in Organizing Press Briefings, Conferences on regular basis
- Compiled & kept up to date contact details (names, addresses and telephone numbers) that are useful to the organization.

### **UNCLE SAM POULTRY, DELTA STATE**

#### **Records Keeping | 2012 - 2015**

- Assisted in detection of abnormal conditions or disease status of the herd that leads to loss in body weight
- Ascertained the income and expenditure of the birds
- Strategically kept records of poultry sold and bought

## **Referee:**

- **Mrs. Justina Oboreh,**  
*Principal Secretary to VC*  
*Delta State University*  
**+2348035753861**

**Rev. Fr. Isaac Aghogho Abu**  
*Omv, Suleja*  
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