**UGOCHUKWU TERESA.C.**

Plot No17 Zone6 First Gate Dutse Bwari FCT Abuja.

**Ugotracy69@gmail.com**

**07084188670**

Personal Data:

 Date of Birth: 8th Dec, 1991

 State of Origin: Imo State

 Local Govt: Ikeduru

 Marital Status: Single

 Nationality: Nigeria

 Sex: Female

Profile

Organized and dedicated Admin officer with proven track records of providing exceptional services. A self-motivated, goal oriented, naturally inquisitive and a fast learner, but a team player able to work effectively improving process and procedures within a demanding environment.

Relevant Work Experience

***MARKETING DEPARTMENT/ADMIN*** June 20- 6-2016

IPGRUPP ENGINERRING COMPNY.

* Ensuring Resources are adequately utilized.

Ensured operation of equipment by completing preventive maintenance requirements.

* Maintained diaries and arranging appointments.
* Prepared routine and advanced communication correspondence including reports.

***ADMIN OFFICER/SECRETARY*** March 2017 till Date

PROCEPT NIGERIA LIMITED

* Prepared routine and advanced communication correspondence including reports.
* Ensured operation of equipment by completing preventive maintenance requirements.
* Prepare monthly, weekly and daily logs using Microsoft Excel and word
* Participated in recruitment, Hiring and development of new contractors
* Maintained and monitoring purchase receipts

 Education and Qualifications

 ***BSc. Business Administration***  2021

 National Open University FCT Abuja

***OND. Mass Communication*** 2012-2014

Federal Polytechnic Nekede Imo State

Modules: Advertising and Public Relations,

Media and Broadcasting.

Skill

* Expert with Microsoft Office to include: Word and Excel
* Customer Service skills;
* Proficient in written and oral communication, fast learner, able to operate effectively with minimal supervision.

Interests

 Personal Development, event management and keeping fit

Referees

AvailableonRequest