

IGWE, MAY KINGSLEY

[Female] [07087884946, 09132698962] [igwemay.1960@gmail.com]

[6, Dere Street, Mile 2 Diobu, Port Harcourt]

WORK EXPERIENCE

Sales Representative // [Masslink International], [Port Harcourt] 2020 - 2022

- Identifying customers needs and helping them make decisions.
- Cold call prospective clients.
- Accurate record keeping.

General Secretary // [NIFES], [Uyo] 2019 - 2020

- Responsible for organizing training and taking minutes.
- Helped interpret the organization's strategic plan to the stakeholders.

Assistant General Secretary // [NIFES], [Uyo] 2018 - 2019

- Responsible for reaching out to partners and associates.
- Assisted the General secretary in calling for meetings.

Sales Representative // [FIVON Global services], [Port Harcourt] 2015 - 2017

- Assisting customers with purchase.
- Making sales and representing the brand.
- Recording sales and taking stock of goods.

Receptionist // [FRESH EDGES], [Port Harcourt] January 2015 - April 2015

- Receiving customers and visitors.
- Notifying the personnel staff of a visitor.
- Sorting of mails and receiving calls.

OBJECTIVE

An optimist, passionate, adaptable, teachable and goal oriented individual. Always willing to give out the best for the success of the organization and with strong ability to establish strong customer relationships and effectively identify customer needs. I seek a position in an organization that provides opportunity for learning and creativity.

CORE SKILLS

- Leadership Skills
- Capable in secretarial duties
- Organizational Skills
- Effective written and verbal communication skills
- Proper team management

EDUCATION

Bachelor of Arts in English and Literary Studies, University of Uyo, Nigeria.
2018 - 2021

Demonstration Secondary School, Ndele
2008 - 2014

Graduate Nursery and Primary School :
2002 - 2008

TRAININGS UNDERTAKEN

Leadership Training - NIFES
Leadership Development Skills - ENACT
Leadership Development Hub
Public Speaking Training - KiNaBi ORATORY ACADEMY
Survival at Sea - Safe Life International Oil and Gas Technology - RC 1603282