**ETEFIA,MBUOTIDEM ETIM**

**Address**:Flat 1, Ewet Housing Ext. E Line.

**Contact**:07032830458,07056688339

**Email**: Princessetefia@gmail.com

**CAREER OBJECTIVE**

To Work In A Challenging And Dynamic Environment And To Keep Adding Value To The Organization That I Represent And Serve, While Also Concurrently Upgrading My Skills And Knowledge.

**ACADEMIC QUALIFICATION**

**EXAMINATION SCHOOL YEAR**

* First School Leaving Certificate Salvation Army Pri. Sch, Aks. 1997-2003
* West African Examination Council Girls High School, Ikot Ibiok, Aks. 2003-2009
* B.Sc Agric. Business And Management Michael Okpara Uni. Of Agric. Umudike. 2010-2014
* M.Sc (In View). Agric Economics University Of Uyo. 2020

**Professional Qualification**

* Nigerian Institute Of Management (NIM) – CHARTERED 2015 -2016

**Individual Skill Sets**

* Good Communication And Presentation Skill.
* Personal Integrity And Commitment To Deadlines.
* Able To Communicate Confidently And A Good Team Player.
* Good Organizational And Smart Working Methods.
* Excellent Self - Learning Ability

**Computer Proficiency**

* Proficiency In Microsoft Office, Excel And Windows.
* Proficiency In Information, Technology And Communication.

**Working Experience**

* **SHINEWAY Healthcare April 2023 - Till Date - Branch Manager**.

**Duties:**

* + - Oversees All The Administrative Affairs Of The Company,
    - Develop Business Plan And Strategies,
    - Handling The Duties Of HR,
    - Managing Company’s Finance And Appropriation Of Funds
* **Wealth Solution Dynasty Oct 2022 - Feb 2023 Brand Strategist (Remote)**

**Duties:**

* + - Ensuring Visibility Of Company(Online And Offline),
    - Develop Business Plan And Strategies,
    - Creative Thinking And Desire To Invent Fresh And Differentiated Brand Engagement Opportunity.
* **SMC ACADEMY July 2021 - January 2023 Online Customer Service Representative/Support Staff (Remote)**

**Duties:**

* + - Attaining To Customers Issues And Complaint,
    - Attaining To Phone Calls, Chats, Emails,
    - Providing Adequate Solutions To Complaints.
* **PIPMINDS INTERNATIONAL LIMITED Apr2020-May 2021 Brand Strategist/ Administrative Officer.**

**Duties:**

* + - Maintain Contracts And Align With Marketing Groups Within The Organization,
    - Ability To Find Untapped Brand And Market Opportunity That Supports Growth,
    - Creative Thinking And Desire To Invent Fresh And Differentiated Brand Engagement Opportunity,
    - Oversees All The Administrative Affairs Of The Company.
* **MCJOSNAH ESTATE & STRUCTURES LTD May 2018-Apr 2020 Brand Strategist / Admin Manager.**

**Duties:**

* + - Maintain Contracts And Align With Marketing Groups Within The Organization,
    - Ability To Find Untapped Brand And Market Opportunity That Supports Growth,
    - Creative Thinking And Desire To Invent Fresh And Differentiated Brand Engagement Opportunity,
    - Oversees All The Administrative Affairs Of The Company.
* **Crunchies Fried Chicken(CFC) June 2017 - April 2018 Customer Service Manager**

**Duties:**

* + - Answers Costumers Questions,
    - Resolves Problems And Maintain Costumer Satisfaction By Providing Problem Solving Resources,
    - Maximizes Costumers Operational Performance By Providing Help Desk Resources And Technical Advice.

**Personal Information**

* **Father’s Name**: Pastor Etim Etefia.
* **Date Of Birth:** 13th October, 1993.
* **Sex:** Female.
* **L.G.A Of Origin:** Ikono.
* **State Of Origin:** Akwa Ibom.

**Referees**

* **Dr. Onwukwe Felix Okezie.**

Lecturer, College of Agricultural Economics, Rural Sociology and Extension Michael Okpara University of Agriculture, Umudike, Abia State, Nigeria.

07033250360.

* **Hon. Ubong Uwah.**

Honorable commissioner public complaints commission, Abuja, Nigeria.

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