

NO. 38 QUEEN ELIZABETH DRIVE GRA ENUGU, ENUGU STATE.

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NWABUGO ELIZABETH. A.

CAREER GOAL:

Strong ambition to succeed in a culture of team work with existing staff and facility and improve organizational objective with sustained capacity for hard work.

BIODATA:

Date of Birth:	17 th Oct, 1987
Sex:	Female
Marital Status:	Single
State of Origin:	Imo State
L.G.A:	Orsu
Nationality:	Nigerian
Religion:	Christian

EDUCATIONAL QUALIFICATION:

NYSC : Government Secondary School Enugu State.(2015-2016)

Afrihub CAI Training	(2015)
NnamdiAzikiwe University Awka, Anambra State (B.Sc in Sociology and Anthropology)	(2013)
State Ideal Secondary School Abakpa Nike Enugu, Enugu State (West African Examination Council, WAEC)	(2006)
Ekulu Primary School, First School Leaving Certificate (FSLC)	(1999)

WORK EXPERIENCES:

EMPLOYER: Belinpex Nig Plc
POSITION: Merchandiser

KEY JOB REPONSIBILITIES:

- ❖ Display of Company's Goods.
- ❖ Raising of Orders and Follow- up Order.
- ❖ Customer service.

EMPLOYER: British American Tobacco
POSITION: Direct Sale Agent

KEY JOB RESPONSIBILITIES:

- ❖ Sales of company's product and services
- ❖ Data collection
- ❖ Customer service
- ❖ Sending of reports

EMPLOYER: Nestle Food
POSITION: Marketer

KEY JOB RESPONSIBILITIES:

- Sales of company goods and Services
 - ❖ Collection of data
 - ❖ Sending of reports
 - ❖ Delivering of goods to customers
 - ❖ Customer Service

EMPLOYER: Berger paint Colour World

POSITION: Field sales representative

KEY JOB RESPONSIBILITY:

- ❖ Sales of company's goods and services
- ❖ Surface preparation and colour matching
- ❖ Supplying of paints

COMPETENCES

- ❖ Ability to multi-task and work within teams with minimal supervision
- ❖ Ability to generate ideas, fresh perspectives and original approaches
- ❖ Capability to prioritize, work under pressure and adhere to deadlines
- ❖ Create and identify strategies and follow up
- ❖ Target oriented and highly motivated.

SPECIAL SKILLS

- ❖ Administrative skill, good written and oral communication skill
- ❖ Excellent inter-personal skill and time management
- ❖ Good inter-personal relationship
- ❖ Proficient use of Microsoft word, excel, power point and outlook

INTEREST

Hard working, meeting people and reading

REFERENCES

Available on request