



**Esther Ekeh**

Born 15th of April 1995

ekehesther22@gmail.com  
+23407035266984

**CERTIFICATES**

**ASSOCIATIONS**

**LANGUAGES**

**English**

Spoken: Fluent • Written: Fluent

**INTRO**

I beat sales target set for me by my employees monthly and in the future I will keep developing myself as a professional by enrolling in courses that will improve my managerial skills.

**WORK EXPERIENCE**

**Business Executive Officer**

Mr Jude Omole • Jan 2021 – Present

Listed below are some of my skills that may be of great interest to you  
\*Competent at maintaining and promoting customer service at all time  
\*Remarkable team management and leadership skills  
\*Skilled in using a variety of computer software  
\*Well verse in performing clerical duties.

**Secretary**

Mr Micheal Johnson • Apr 2017 – Dec 2019

At the company I was the secretary and also the



personal assistant to my employer. I work on special projects and developed and implemented new system.

**EDUCATION**

**Ond**

Auchi Polytechnic Edo State Auchi • Jan 2015 – Dec 2017

I completed my Ordinary National Diploma from Auchi with Business Administration and Management as my discipline

**SKILLS**

Office tools: Word, Excel, Outlook      Office administration, management

Written communication      Word processing and office software

Typing and note taking      Email correspondence      Meeting preparation

Calendar management      Answering telephones and call management

Office administration, management



**HOBBIES**

I love swimming, listening to good music and hanging out with good friends



**LINKS**

