

# Anabor Holiness Olere

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## OBJECTIVE

To work with existing staffs and facilities, contributing the best of my abilities and quota, so as to improve the organization's objectives and goals. Also, a responsible, hardworking and motivated individual with great communication and interpersonal skills, seeking to join a developing organization, so as to provide administrative assistance in ensuring that the organization runs efficiently. Forward-thinking individual with refined interpersonal and multitasking skills.

## EXPERIENCE

June 2023 - Present

- **Marketer and Customer Service Representative**  
Azuki Global Resources
  - Generating ideas and content for sales
  - Developing strategies to promote the services of the business
  - Using various social medias such as WhatsApp to advertise the business
  - Follow up clients and resolve any issues
  - Answer questions and provide appropriate solutions for clients
  - Updating clients on new trends, special offers and promotions using various social medias.

January 2023 -  
November 2023

- **Office Assistant**  
Ministry of Trade and Investment(NYSC) Asaba, Delta State
  - Scheduled meetings and sent circulars and meeting invites to attendees.
  - Documented files and recorded incoming and outgoing files.
  - Assisted in the Asaba industrial estate project, revalidation and revocation.

## EDUCATION

2012

- **Starlight Private School, Abuja**  
First School leaving certificate

2018

- **Kenuj Angels School, Jikwoyi, Abuja**  
WAEC

2022

- **Veritas University, Bwari, Abuja**  
B.Sc Economics  
Second Class upper division/3.89

## SKILLS

- Ability to work under pressure
- Communication skills
- Creative and complex problem solving skills
- Project Management
- Team work
- Effective Time Management
- Technical skills
- Excellent Customer Service

## INTERESTS

- Reading
- Writing
- Research
- Singing
- Watching movies

## REFERENCE

- **Mr. Terhemba Gwaza F. - Veritas University, Bwari, Abuja**  
Lecturer, Economics Department  
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## CERTIFICATION AND TRAININGS

- **Data Analysis**  
Skillsedge Consulting Services Limited, Abuja 2023
- **Bookkeeping and financial management**  
SME Digital School, Abuja. 2022
- **Human Resource Management**  
Throne Management and Business Institute, Switzerland. 2023