

ANASTECIA ONYINYECHI DUNU

Avantgarde Estate, Chief Ore Famewo Street, Off Kusenla Rd, Ikate-Elegushi, Lagos.

+2347014344147, onyid55@gmail.com

I am competent, motivated, and very approachable with an excellent ability to improve the revenue generation of an organization through sound administrative practices and great communication while interacting with clients both on- and off-site.

B I O D A T A

Date of Birth: 5th May, 2000
Marital Status: Single
Sex: Female
State of Origin: Anambra State
Local Government Area: Anaocha
Language(s) Spoken: English, Igbo
Nationality: Nigerian

E D U C A T I O N

Nnamdi Azikiwe University, Awka

Bachelor of Science in Geology

Loretto Special Science School

West African Examination Council

E X P E R I E N C E

Smart Brain Int'l School | Port Harcourt

Teacher

- Private tutoring/home lessons
- Preparation of pupils for Entrance exams
- Result compilation.

Ruby Events | Lagos

Event Coordinator

- Providing guests with hospitality services.
- Supervising event vendors ranging from decorations, catering services, etc.

Ankorpointe Integrated Limited | Lagos

Intern

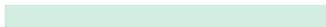
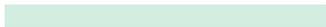
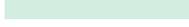
- Preparation of commercial/technical tenders.
- Carrying out errands and providing assistance to my Supervisors.
- Training on Subsurface mapping/basics of 2D Petrel with respect to the oil and gas sector.

Basira Limited | Lagos

Admin Officer

- Offering team members the required support.
- Organizing team meetings
- Conducting research.
- Responding to emails and providing customer service
- Promoting the Company's product at conferences
- Writing articles about the company using Ms Word.
- Managing social media accounts

S K I L L S

Ms Office Suite	
Communication	
Administration	
Numerical Skill	
Multitasking	

R E F E R E N C E S

Mr. Ogunkanmi Kehinde Hussein

Chief Executive Officer at Basira Limited

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Ms. Olamide Adebanjo

Internship Supervisor at AnkorPointe Integrated Limited

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