**ANEKE PAULINE ADA**

6 MOSHALASHI STREET OFF ORE OFF BUS STOP,

IKOTUN IJEGUN ROAD

LAGOS STATE, NIGERIA.

**adaanekeeastatlantic@gmail.com**

**(+234) 8169773520**

🞐🞐🞐🞐 **PROFESSIONAL SUMMARY**

Ada is a highly meticulous and resourceful professional who takes the time to listen, investigate, understand and proffer solutions to problems. As a highly qualified and enthusiastic person with 10 years of experience in various Operations and in-depth knowledge of Operations processes, management and administrative functions, she possesses a remarkable ability to manage multiple tasks and resolve business issues. In her arsenal is an excellent ability to deal with confidential information, maintain a good relationship with customers, managers, staffs and business partners alike. Independent and result oriented, she is highly skilled at interpersonal communication, conflict resolution, financial and technical reporting.

🞐🞐🞐🞐 **EDUCATION/CERTIFICATIONS**

July 17th 2023 **Certificate in Technical Support Fundamental (Google)**

July 25th 2023 **Certificate in Bits and Bytes of Computer Networking (Google)**

August 30th 2023 **Certificate in Operating Systems and You: becoming a Power User (Google)**

2012 **Federal Polytechnic Idah, Kogi State.**

**Computer Science (HND)**

2008 **Dickson Memorial College, Idah, Kogi State.**

**Senior Secondary Certificate (SSCE)**

🞐🞐🞐🞐 **SKILLS & STRENGTH**

* Strong communication skills
* Data processing skills
* Adaptability to change.
* Strong interpersonal skills; Organizational and Management skills;
* Excellent attention to details.
* Strong critical-thinking and problem-solving skills;
* A positive attitude and a high standard for professionalism and customer service;
* Proven ability to work with team members and cross functionality at all levels while remaining proactive, resourceful and efficient.
* Staff management skills.
* Ability to create, innovate and sustain positive ideas.

🞐🞐🞐🞐 **WORK EXPERIENCE**

**2013 - PRESENT** East Atlantic Network Limited (MultiChoice Nigeria)

**Operations Manager/Human Resources Management**

* Maintain staff by recruiting, selecting, orienting and training employees.
* Implementing systems for managing staff benefits.
* Payroll behavior and on-boarding new employees.
* Organizational structure and the ability to meet business needs by effectively managing the employee lifecycle.
* Accomplishes department objectives by managing staff, planning and evaluating department activities
* Controlling costs, maximizing profitability and properly allocating resources.

**2010**  Goodies Enterprise Limited.

**Accounts/Cashier**

. Customer service

. Handling cash transactions

. Scanning good and collecting payments

. Issuing receipts

. Balancing of accounts

. Taking inventories

🞐🞐🞐🞐  **REFEREES**

* Available on Request