

DEDE ESTHER SOMTOCHI

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#12 ARABA STREET ILUPEJU LAGOS

Diligent, Conservative, Hardworking, Personnel with over 5years of experience with financial, business, and Academic sectors seeking a new positon across a broad range of Marketing and diverse segments offering a professional growth. proven leadership in supporting of company achieve a greater goal with a reasonable timeframe. Good interpersonal skill with an ability to work with or without supervision under an adoptable and highly motivated environment.

ACHIEVEMENTS

- Project Manager at different occasions in school
- Employee of the month for two consecutive months (Award)

PROFESSIONAL EXPERIENCE

2018-2020

.Ikpe and Bros PLC

.Sales Representative.

- Dealing with customers feedback, response and complaint
- Assisting customers in finding suitable products
- Dealing with stresses and emergencies in a professional manner
- Performing cost Benefit of products.

2020□2020

Hubmart Omole

.Front Desk

- Dealing with customers face to face, over the phone and
Via e-mail.
- Filling Documents
- Maintenance of Relationships with new and existing customers.

2020□2021

Nigerian Breweries NB

TSR SUPERVISOR

Managing Customers

Marketing

And Improvement of Data Contract Job

2021□Nov 2022

CONTRACT JOB STUDIO 24 LEKKI

Content Writer/Technical Writer

Writing

Taking clearer photos

Supervising Social media pages etc

Nov2022 till date

Bodyline Fitness gym Lekki off Babatunde Anjous

Front desk and Consultant

Marketing

Monitor write-ups on Pages

Keep Records

PERSONAL INFORMATION

DATE OF BIRTH	
GENDER	Female
MARITAL STATUE	Single
STATE OF ORIGI	Rivers State
RELIGION	Christianity
NATIONALITY	Nigerian
HOBBIES	Reading, Writing, Travelling

ACADEMIC QUALIFICATION

2018 □ 2021 **HND Business Administration and Management**
Abia State Polytechnics Aba, Abia State

2016 □ 2018 **OND Business Studies**
Abia State Polytechnic Aba, Abia State.

2010 □ 2015 **West African Examination Council.**
Redemption International School Mgboba PH

2002 □ 2010 **First School Leaving Certificate (FSLC)**
.Divine Nursery and Primary School

SKILLS

- Reading and writing
- Diary Management
- Client Liaison
- Good Relationship with clients
- Telephone call Handling

BIO DATA

Gender	Female
Marital Status	Single
State of Origin	Rivers State PH
Date of Birth	24 th September 1998
HOBBIES	
	Writing, Cooking, Travelling.

Referees

Available on Requests.