

# TAGBO TOCHUKWU ANNIE

Address: **Bonny Island, Rivers State.**

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Phone: **(+234) 08140720999**

Sex: **Female**

Nationality: **Nigerian**

## CAREER OBJECTIVES

A highly organized and hard-working individual with great attention to detail, ready to safely achieve organizational goals through teamwork, skill and dedication.

## WORK EXPERIENCE

**Courdeau Catering Nigeria Ltd, Bonny Island, Rivers State.**

– **Waitress (2023)**

**Printing Solutions, Finima, Bonny Island, Rivers State.**

– **Administrative officer (2022–2023)**

- Record all Customer transactions, complaints and comments for analysis and insights to the management.
- Manage and handle social media accounts.
- Interact with customers through calls, mails, text messages and on social media platforms.
- Maintain the company's calendar and schedule appointments.
- Manage office supplies, stock and place orders.
- Update office policies as needed.
- Compile, Analyze and Send daily reports to management.

**National Youth Service Corps, Bonny Island, Rivers State.**

– **Road Safety CDS/Road Safety Club (2021–2022)**

- Educating motorists and members of the public on the importance of discipline on the highways.
- Controlling traffic on the highways.
- Recommending measures, works and devices designed to eliminate or minimize crashes on the highways.
- Organising Quiz and Debates on Road safety-related issues among schools.

## **UAC FOODS, Nkpor, Anambra State.**

### **-Sales personnel/Marketer (January-March 2014)**

- Sales and marketing of new gala chicken.
- Daily report to management on goods sold.
- Distribution of products to wholesalers and retailers.

## **SKILLS**

- Proficient in the use of Microsoft office
- Excellent Verbal and Written Communication Skills.
- Great Attention to detail.
- Teamwork and Interpersonal Skills.
- Strong organization skills with a problem-solving attitude

## **EDUCATION**

- **Chukwuemeka Odumegwu Ojukwu University(COOU)** *Igbariam, Anambra State 2016-2020*
  - **BSc.ED Guidance And Counseling(Economics)** (2020).
- **Oduduwa Secondary School,** *Ladipo, Mushin, Lagos State. 2007-2013*
  - **Senior Secondary Certificate Examination (S.S.C.E)** (2013)
  - **Junior Secondary Certificate Examination (J.S.C.E)** (2010)

## **PROFESSIONAL MEMBERSHIP AND CERTIFICATES**

- **NEBOSH International General Certificate in Occupational Health and Safety (NEBOSH IGC 1)** (2023)
- **HSE 1, 2 & 3** by **Institute Of Safety Professionals of Nigeria(ISPON)** (2021)
- **Teachers' Registration Council of Nigeria(TRCN)** (2021)
- **Certificate of Efficiency in Communication and Technology,** by AfriHub International ICT Training Resource Center (2017)

## **REFEREES: On Request**