**CONTAC T**

**Address:** 1 iyalagbo street, of lakwe bus stop, ajah., Lagos state

**Email:** assah360t@gmail.com

**Phone:** 0814-121-0883

**EARNED CERTIFICATES**

Advancing Management Research **Lagos Business School** 2022

**Universal School of Aviation 2022**

Tourism and hospitality management

Certificate in the 6th learned international conference 2019

Certificate in the annual economic conference 2018

**E D U CA T I O N**

**Crawford University**

*Masters of Science in business* administration 2019

**National Open University Of Nigeria, Lagos.**

*Bachelor of Science Entrepreneurial and Business Management 2017*

**ST. Matthew’s computer college**

*Advance Diploma in Desktop Publishing 2008*

**CHUKWU**

**CHRISTIANA**

**EBERE**

**OFFICE ADMINSTRATOR, CUSTOMER SERVICE**

**REPRESENTATIVE, HUMAN RESOURCES, RESEARCHER**

**CAREER OBJECTIVES**

* To secure a challenging position in a reputable organization, to expand my learnings, knowledge, and skills.while being resourceful, innovative and flexible.
* Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
* To improve my skills professionally, both locally and internationally.

**EXPERIENCES**

**Reveal Cleaner 2009-2011**

Customer relation officer

Served as an interface between the customer and the company, attended to customers’ needs, took inventory and handled general office management.

**Achievement:** decrease in office management expenses, improved tone usage and language management in customer service and doubled income as a result of increase in solving customer issues

**Africa comprehensive college**

Senior school leaving certificate2006.

**Revival group nur/pry school**

First school leaving certificate

**Skills**

* Management
* Microsoft office
* Customer relation
* Office administration
* Timing
* Multi-tasking
* Staff relations
* Interpersonal Relationships
* Leadership qualities
* Impacting knowledge

**Hobbies**

* Traveling
* Watching movies
* Reading
* Research

**Petrol Marine Nig., Ltd 2011-2012**

Human resources assistant

Employment, training of staff.

E**uro clean limited 2012-2014**

Admin personnel

**Snowflakes Nig., Ltd** 2014-2016

Admin personnel

Making sure the qualities of our productions are good. Also making sure our customers are happily satisfied.

**Achievement:** increase in managerial skills.

**Cute-Cleaners 2017-2020**

HRM/General Manager

Employment, training, staff satisfaction was my key role as a HRM. While improve efficiency and increase profits while managing the overall operations of a company or division. My duties include managing staff, overseeing the budget, employing marketing strategies, and many other faces of the business.

**Lucy cakes Ltd 2020-2023**

**Operations Manager**

Overseeing the operations of the company, from bakery to sales.

Making sure customers are satisfied and customers leaves with a smile.

Following up with staff and their taste.

Making sure staff meet each target assigned to them.

Making sure the management meet their aims and objectives.

Ensuring that staff replacement are done with qualified staff in every department.

**DETAIL:**

Gender: Female

Marital status: Single

State of origin: Ebonyi

Nationality: Nigerian

Religion: Christian

**Referees:**

On request.