

OHAERI SYLVIA ODIRICHI

Administrative Support | Office
Management | Customer Service

CONTACT

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📍 3 Osatohan Close, Thomas
Estate, Ajah, Lagos State.

CAREER OBJECTIVE

To become a proven success in service rendering and creating quality assets leading to profitability, using my creative, imaginative, and diverse experience to deliver effective results to improve organizational objectives. A

PERSONAL DATA

Marital Status: Single

Nationality: Nigerian

Date of Birth: 22nd October, 1992

Sex: Female

EXPERIENCE

Administrative Officer/Customer Service/Marketing/ Digital Marketer

Wallsquad Pest Control, Ajah, Lagos State
January 2023 – August 2023.

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets.
- Maintain and update company databases
- Organize a filing system for important and confidential company documents.
- Resolve customers' concerns and answer customers' questions to my best ability
- Maintain a positive attitude and calmly respond to customers' complaints.

History Teacher

Shepherd International College, Akwanga,
Nasarawa.

January 2022 - December 2022

- Delivered History lessons on different time periods, movements, and other historical events and figures.
- Graded exams, tests, and assignments.
- Contacting parents and other faculty members to discuss concerns and schedule interventions.
- Keeping abreast of current events/movements and using these themes to keep historical content relevant.
- Administer all student conduct and discipline and ensure enforcement of same.
- Ensured efficient use of language while teaching and maintain knowledge on all content and prepare all lesson plans for school as required.

Front Desk Officer/Customer Support

First Choice Educational Consult, Jos, Plateau State.
August 2020 - September 2021

- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Resolve customers' concerns and answer customers' questions to my best ability

TRAININGS/SEMINARS ATTENDED

- Digital Marketer
- May 2023
IT Support Skills.
- January 2022
Jobberman Soft Skills
- September 2021
Carnation Consult (Public Speaking for Women)
- July 2020 - August 2020
Black Innovations Africa (Core Life Skills Training).
- August 2018
NYSC on Camp SAED (Computer Applications Certificate)

HOBBIES/INTERESTS

- Net surfing
- Reading
- Researching
- Engaging in intelligent and honest conversations.

REFERENCES

Available on request.

- Maintain a positive attitude and calmly respond to customers' complaints.

National Youth Service Corps (NYSC)

Mallam Sidi Senior Secondary School, Mallam Sidi, Gombe

July 2018 – July 2019

EDUCATION

Bachelors of Science, History and International Studies

University of Jos – 2012 – 2016

West African Senior Secondary School Examination

Zawan Comprehensive College – 2011

West African Senior Secondary School Examination

St. Theresa Girls College, Jos – 2003 – 2009

SKILLS

- Ability to establish and maintain good relations with people at various levels and of different background.
- Ability to demonstrate abilities for team-work and project management.
- Good verbal and presentation communication skills.
- Energetic and self-motivated
- Good at using CRM tools.