

OGHENEBRUWIYOR VIVIAN (ND & HND *in view*)

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PROFILE SUMMARY

A ND Public Administration graduate, student member of the Institute of Public Administrators in Nigeria, ambitious, goal oriented, enterprising, quick and avid learner committed to the vocation of Administration. I have demonstrated leadership abilities over the past years, I strive to effect productivity in work and career, delivering flawless reports on tasks given. I have sound work ethics and I am open to challenges. I am looking to gain more knowledge to further my career in office administration.

SKILLS AND COMPETENCIES

• Budget Control	• Time Management	• Analytical skills	• Problem Solving
• Decision Making	• IT Skills	• Monitoring & Evaluation	• Creativity
• Technical Training	• Human Management	• Communication Skills	• Team Leadership

WORK EXPERIENCE

Fashion Designer Intern | Novela Stitches

Oct. 2017 – Feb. 2019

- Pattern drafting and sewing of natives, corporate, casual, trousers, shorts and jumpsuits.
- Proficient in the use of industrial weaving machine and industrial sewing machine.
- Sourcing and shopping for fabrics, colours, combination needed for dress production.
- Monitoring production and details of outfits.
- Served as the interface between prospective clients and the creative director

Customer Care Representative | Kubby Gas Limited

July 2019 – Sept. 2020

- Manage information flow in a timely and accurate manner.
- Rack daily expenses and prepare weekly, monthly or quarterly reports.
- Manage emails, letters, packages, phone calls and other forms of correspondence.
- Manage office supplies and always ensure appropriate stock.
- Screen incoming calls and correspondence, respond proactively and follow-up.
- Ability to manage, plan and execute Corporate Social Responsibility initiatives.

Cashier | MorenTees

July 2022 – Sept. 2022

- Keep stock of office supplies and place orders when necessary.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program.

EDUCATION

HND (Public Administration)

June 2022

GATE WAY POLYTECHNIC, Ogun State

PROFESSIONAL QUALIFICATIONS

- Institute of Public Administrators of Nigeria.
- Certificate of National Diploma and Higher National Diploma in view

HOBBIES AND INTERESTS

I love creativity, I also love meeting people, Reading and Music.

REFERENCES

Available on request

