

# ADIRINWUNE CHIKA JUDITH



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07038734115

Ernest street phase II by market square, Rivers State

## SKILLS

Effective in communication skills.  
Proficient in Microsoft Excel, Word etc.  
Time management skills. Interpersonal skills. Detail oriented. Problem solving skills.

## OBJECTIVE

I am extremely motivated to constantly develop my skills and grow professionally. And also bringing solutions to people's issues and helping them solve their problems are activities I derive joy in doing everyday.

## EXPERIENCE

**Odab Nigeria** 2022 - 2023

Data officer

- Data collection.
- Assisted potential vendors to sign up with the company's website.
- Ensured that the vendors products and services are created on the platform.

**Gudy cooperative investment and credit society limited** 2021 - 2022

Marketer

Responsible in marketing company's products and services to the prospective clients.

Managed customers accounts both their savings and investments. Also monitor customers who took loan and made sure the pay up at due time given by the company.

Devised and present strategic ideas to promote sales of the company's products.

**Aens logistics company** February 2021 - August 2021

Customer service representative

Receives customers calls and attend to their inquiries.

Responsible for processing customers's orders .

Render consultancy services to the first time customers.

Get feedback from customers after they have received their goods.

**Entero home real estate property** January 2019 - December 2020

Sale representative

Market to clients on available properties on sales.

Advertise on social media platforms on the services and products.

Take the clients on site visitation.

- Toyourgate express meals** July 2018 - December 2018  
 Service supervisor  
 Take customers orders and direct to the chef.  
 Supervises the different unit operations.  
 Take record of stock inventory.  
 Ensured there is proper hygiene amongst the staff and it's environment.
- Ministry of commerce and industry** 2016 - 2017  
 Administrative Assistant  
 Register outgoing files.  
 Receives incoming files and record them.  
 Visit industries for sensitization.
- Federal redstart express (FEDEX)** 2016 - 2017  
 Front desk personel  
 Recieves customers calls and assist in their inquiries.  
 Recieves customers mail and parcel them for shipment.  
 Outdoor delivery of mails to different organizations.
- Garden city bakery** 2013 - 2014  
 Industrial trainee  
 Mixing , preparing and baking bread & pastries.  
 Go through work orders to determine the quantity of products to be produced per day.  
 Take stock inventory.



## EDUCATION

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- Imo State University Owerri,Imo state** 2014  
 Bachelor of science in food science and technology
- St.Margaret Convent Secondary School Umuariam Obowo Imo state** 2008  
 National examination council ( NECO)
- College of education demonstration school owerri,Imo state** 2002  
 First school leaving certificate (FSLC)



## REFERENCE

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- Mrs patience chimela - "Fidelity Bank plc"**  
 Bank teller official  
 08037048444
- Mrs Angela Nwaoha - "NYSC official Abuja ,Fct"**  
 08033559998

**Mrs Sabina Nwaru - "Ministry of health owerri , Imo state"**

08063634255