



# Anita Eluagu

## My Contact

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📍 Lagos State, Nigeria

## Hard Skill

- High customer service standards
- Content Creation
- Social media management
- Negotiation
- Microsoft word proficiency

## Soft Skill

- Attention to detail
- Problem Solving
- Strong interpersonal relations
- Critical thinking

## Education Background

- Imo State University  
*Bsc in Marketing*  
Completed in 2021
- Hopeway Leadership School  
*Certificate in Leadership*  
Completed in 2023

## About Me

Dedicated and detail-oriented Individual with hands on experience in customer service duties, front desk, secretarial duties, and social media management. Eager to apply my knowledge in business management & Marketing to any role given to me. I have Special interest in content creation, social media management

## Professional Experience

Dignity Int. Consults | Sales agent / Content Creator  
*2023-present*

Key responsibilities:

- Working with a wide development team
- Create Engaging contents
- Generate Leads
- meeting up to customers needs
- Closing of deals

Brooklyn Eye Clinic | Customer Service Personnel  
*2023*

Key responsibilities:

- Keeping proper records of patients
- Making sure patients are comfortable with our services
- Passing out information to patients and prospects via various social media channels
- Social media management

New Generation Int. School | Front desk / Customer Service duties

*2016-2020*

- Key responsibilities:
- Accepting visitors and taking records
- Taking records of all students enrolled into the school
- Attending to parents queries and enquires politely
- Reporting directly to the CEO

## Volunteer Experience

2023                      Dignify Womanhood Conference

2024                      Lily Child care foundation