

CHINAZOR VIVIAN UMEJESI (BSc)

+2348181231294 Chinazormfavour@gmail.com | Abuja, Nigeria.

Linkedin profile: <https://www.linkedin.com/in/umejesi-chinazor-368906208>

CORE COMPETENCIES

Role-Related Competency:

- Office Assistant
- Customer service Representative
- Commercial Staff
- Quality Assurance Officer

ICT:

- Canva
- Logo maker
- WPS Office

Soft Skills:

- Team Work
- Writing
- Reading
- Effective communication skill
- Time management

ACHIEVEMENTS

- I successfully created and implemented a fast and easier way of typing and documenting files without using a computer system. Our computer system couldn't work without light and we had a poor light supply, I noticed that every time we have an emergency we couldn't type or print because of the issue so I had to teach my colleagues how to type with a smartphone using WPS and Grammarly, with this, I was able to solve the problem.

PROFESSIONAL EXPERIENCE

VIRTUAL ASSISTANT

04-2022 -- 06-2023

WRITE&WIN

I work with a team of professionals remotely to ensure the effectiveness of the organization and offer business solutions to the organization. Some of my works in this role are as follows:

- Typing words and presenting them in Word document or Pdf form.
- Transcribing audio to words.
- Proofreading and editing texts.
- Designing flyers, logos, stickers, power points, etc.

OFFICE ASSISTANT

ST. MONICA'S CATHOLIC CHURCH, Kubwa, ABUJA

09-2021-- 03-2022

I work with a team of professionals to ensure the efficient running of the office and offer business solutions to organizations. Some of my work in this role are as follows:

- Answering calls from parishioners and helping them book appointments with the Manager.
- Maintaining confidential records and documents.
- Helping the school with typing and transcribing written notes.
- Arranging meetings and seminars.

CUSTOMER SERVICE REPRESENTATIVE

03-2021 – 08-2021

CUTENCUDLY KIDDIES MALL, ABUJA.

CUSTOMER SERVICE Administration:

- Direct sales to customers.
- Inventory and stock taking.

- Communicating with customers on social media for online sales.
- Listening to customers' problems and helping them solve their problems related to the business.

COMMERCIAL STAFF

11-2019 -- 01-2021

ABUJA ELECTRICITY DISTRIBUTION COMPANY, ABUJA

Some of my works in this role are as follows:

- Printing and distributing bills to postpaid customers.
- Ensuring that the customers paid their bills on or before the due date.
- Monitoring the pre-paid meter readings and documenting the results.
- Listening to customers regarding their meter and bills and making sure we resolved the issue.

QUALITY ASSURANCE OFFICER

02-2018 --09-2018

NESTLE PURE LIFE, ABUJA

Some of my works in this role are as follows:

- Collecting samples from all the purification tanks and the company's daily production.
- Labeling and preparing the samples for both chemical and biological analysis.
- Conducting the chemical analysis to check the level of minerals and contaminants.
- Recording the results in both softcopy and hardcopy.

SUMMARY OF EDUCATION

WORKING AS A VIRTUAL ASSISTANT	2023
PUBLIC SPEAKING	2023
EFFECTIVE NETWORKING	2023
ACCELERATED JOBBERMAN	
SOFT SKILLS TRAINING	2022
HUMAN RESOURCES, CSRM, PMP, AND HSE CERTIFICATION, EXFORD GLOBAL	2020
THE NEXT ECONOMY EMPLOYABILITY TRAINING	2020
NATIONAL YOUTH SERVICE CORPS (NYSC).	2020
ANAMBRA STATE UNIVERSITY, ULI - ANAMBRA, NIGERIA	2019
BSc. PURE AND INDUSTRIAL CHEMISTRY	
ANNUAL S.C.S.N SOUTH EAST REGIONAL CONFERENCE	2019
HOUSEHOLD CHEMICAL PRODUCTION TRAINING,	
STARS GENERATION INTERNATIONAL	

REFERENCES

Available on Request.