

ORJI AMARACHI ESTHER

Address: Seaside Estate Badore Ajah, Lagos. **E-mail:** orjiesther544@yahoo.com

Tel: 08168995594 **Age:** 24years **Sex:** Female **State:** Ebonyi **L.G.A:** Afikpo South

Status: Single

CAREER GOALS:

With strong drive on cognitive empathy, excellent communication, people skill, administrative and advanced public relation management, I seek new challenges and opportunities to make visible contributions in a well cultured, dynamic and progressive environment, where skills, enthusiasm and proven ability are recognized. I look forward to increasing my competencies; understanding and adapting into assigned roles, and climbing the organizational ladder through continuous learning, re-learning, leadership and development.

FUNCTIONAL COMPETENCIES:

- Executive&AdministrativeSupport
- Excellent Organizational Skill & Assistant
- ExcellentAnalytical&P roblemSolvingSkill
- Customer Service Expert
- Leadership Skill
- Seasoned in Conflict Resolution
- P roficient in Microsoft Tools

Ability to Leverage Technology Excellent Communication Skills Excellent Report writing
Cognitive & Emotional Intelligence Adaptive Team P layer
Teachable, P roactive and Smart Well Detailed

WORK EXPERIENCE

SHAKARADOTCOM, LAGOS NIGERIA

Full Time 2015 - 2016

Role: Sales & Marketing Representative:

- Consistently delivered positive courteous and professional client service in all interaction with customers.
- Charged with cashiering sales, maintaining store appearance, stocking/stock take,, item display, set-up, rotating and removal of damaged and outdated wears.
- Maintained efficient lodgment of all financial receipts.
- Demonstrates knowledge of company's products and services as required.
- P romote and push sales through online and offline communication exchange.

PERSONAL TUTOR

Part Time 2015 - 2016

- Educate, guide and nurture school children, and ensure that I provide to my students the knowledge and skills they need to become functioning members of the society, intellectually, emotionally and socially.
- P rovide students with assistance in their academic weak areas.

- Assist in reviewing class materials, discussing school text, predicting test questions, formulating ideas for papers and working on solution to problems.
- Tutored students on English language, Literature and Mathematics via online platform.
- Provide instructions to students to improve academic performance.
- Monitor students progress through tutoring sessions.
- Tutored Elementary and Secondary school students in subjects such as Quantitative Reasoning, Verbal Reasoning, English language, literature and mathematics.
- Demonstrated several problem solving methods so that the student has a better opportunity to grasp the concept.
- Consulting with parents and guardians.

Skills used include Time Management, Patience, Communication, Organization, Learning Strategy, Complex problem Solving, Leadership, Study Skills and Strategies, Interpersonal Skills, Good Online Presence, Positive Learning Environment, Service and Result Oriented.

BRAND WORLD MEDIA

Full Time 2016

Role: Public Relations Unit/Brand Promoter:

- Distribution of written content across various physical channels.
- Adept Investigative reporting with the factual findings.
- Extensive planning and execution of successful marketing campaigns.
- Support team members through writing and proofreading documents, running errands, making phone calls, and other tasks to ensure projects are completed on time.
- Promote PRCampaigns and Media Relations Strategies

Queen New York Cosmetic Enterprise

Full Time 2016 - 2017

Role: Office Manager

- General Office Management such as monitoring and maintaining office equipments and ordering replacement of items as needed.
- Tracked and record inventory of office supplies.
- Conferred with business owner to help make payments and verify receipts.
- Prepared monthly stock, expenses, sales and administrative report.
- Maintained efficient lodgment of all financial receipts.
- Ensured the confidentiality and security of files and filing system are in order.
- Ensure highest standards of professional services to customer and a profitable customer satisfaction.
- Maintained good customer relations with existing and prospective clients.
- Resolved varying disputes between customers and product or staffs.
- Oversee marketing communication campaigns and other promotional activities.

DATTOSE INVESTMENT LIMITED, LAGOS NIGERIA

Full Time 2017 - 2018

Role: Human Resource Officer And Personal Assistant To The CEO:

- Devised and maintained office system to efficiently deal with paper flow
- Supervised staffs and day to day running of business on behalf of the CEO
- Oversee a team of over 15 staffs including Manager, Accountant, Cashiers, Sales Representatives, Cleaners, to achieve company plan and reporting directly to the CEO
- Manage CEO schedule, meetings and more
- Follow up client and keeping of data
- Interviewing new staffs and determining their suitability
- Liaised with customer and suppliers on daily basis
- Ensuring CEO office is kept clean and items kept meticulously
- Receiving phone calls and handling of mails on behalf of CEO
- Accurately recorded minutes from meetings.

SOFTCITY GROUP, VICTORIA ISLAND, LAGOS NIGERIA

Full Time 2018 - 2019

Role: Human Resource Officer, Personal Assistant & Social Media Promoter/Marketer To The CEO:

- Organized personal and professional calendar and supplied reminder of upcoming meetings and events
- Developed and maintained branded social media content
- Manage online platform of company
- Handled incoming and outgoing correspondence including calls, mails and emails
- Managed CEO schedule
- Providing gatekeeping services including screening of telephone and emails for CEO
- Source for suitable talents for the company
- Aid executives with planning for meetings
- Participated in conference planning and implementation of local campaigns in collaboration with the Marketing, Sales and Graphic Team
- Support company market recognition and boosting reputation through purposeful efforts and actions on time.
- Provided general administrative assistance.

-Skill used include Proactivity, Meticulous Attention to Details, Microsoft Access, Calendar Management, Chauffeuring, Mail Handling, Documentation, Organization, and communication skills.

VOLUNTARY WORKS STIGNYTE FOUNDATION

Full Time 2016 – 2019

It was founded in support of Education and Development of young minds (Igniting Talents), thereby providing an avenue that will enable the less privileged to progress in what they aspire to do and making significant contribution to the society at large.

Facebook: [stignyfefoundation](#) Instagram: [stignyfefoundation](#) Website: www.stignyte.com

ACTIVITIES:

- Assist in distribution of foundational materials in Schools, Children Homes, in rural communities and community markets.
- Create sensitization and awareness of what Stignyte Non-governmental Humanitarian service stands for and promote.
- Lending a helping hand in tutoring and bringing smiles and hope to young generation.
- Voluntarily participate in igniting hope and light to the next generation.
- Promote her products and service development through social blogging.
- Support her various project transformation towards locals and schools within local environs.
- Visitation to different localities through diverse means of transformation; boats, buses, bikes, etc.
- Help in search of creative talents for her developmental competitions.

PERSONAL SKILLS:

- Ability to work independently and with a team in coordinating and overseeing the maintenance of accurate records, developments, prospective activities and organizational services;
- Functional capabilities in sales negotiation, sales operational intelligence, sales management and sales networking
- Proficiency in computer appreciation and Microsoft office suite
- Excellent logical, analytical problem-solving skills
- Excellent writing and oral communication skills
- Excellent interpersonal and good listening skills
- Good management and organizational skills
- Customer relations Skill
- Public Relations Skill
- Event Planning
- Social Media Blogging Skills
- Creative Content Creation and Proofreading Skill
- Enterprising Skill
- Leadership Skill
- Open to learning, re-learning, and easily adapt to change in a fast-paced Environment

EDUCATION:

- **National Youth Service Corps (NYSC)**

Passed out February 2nd 2023

- **Moshood Abiola Polytechnic, Abeokuta Ogun State 2018-2020**

Higher National Diploma - Mass Communication

Research Project: Media proliferation and its implication on ethical standard

- **Ogun State Institute of Technology 2015-2017**

National Diploma - Mass Communication

Research Project: The Influence of Advertising on Product Promotion

- **Gbaja Senior Girls High School 2012-2015**
WAEC (O' LEVEL)

- **New Era Girls Junior Secondary School 2009-2012**
Junior Secondary School Certificate

- **Surulere Nursery & Primary School 2004 -2009**
First School Leaving Certificate

HOBBIES:

Reading, Learning, Writing

REFEREE:

Available on Request