**IGWE BLESSING**

**Email: igwe4blessing@gmail.com**

**22, Ogudu Road, Ojota, Lagos Nigeria.**

**Phone:** **07036153473**

**CAREER OBJECTIVE**

Self-driven and Enthusiastic Individual, seeking for an engaging Environment with vision to contribute positively to the growth of an Organisation whilst attaining Career growth.

**SKILLS AND ATTRIBUTES**

* Good Communication and Presentation skill
* Good Customer Relationship and Management skill
* focused and self-driven
* Problem solving skill
* Good marketing and research skill
* Ability to maintain discretion while dealing on sensitive issues
* Customer Expectation Management

**WORK EXPERIENCES**

 **2019**

**Job Title: Admin Officer**

**Employer : Primera Foods Nigeria Ltd. Ogun State.**

**RESPONSIBILITIES**

**1. Human resource recruitment, training and development**

 **2. Making sure that staff get paid correctly and on time.**

 **3. Pensions and benefits administration.**

 **4. Approving job descriptions and advertisements.**

 **5. Looking after the health, safety and welfare of all employees.**

 **6. Caring out daily Administrative functions.**

**2018 -2019**

**Job Title: Secretary (NYSC)**

**Employer : Adodo Ota Local Government, Ogun State.**

**RESPONSIBILITIES**

* Received, direct and relay Telephone and Fax Messages
* Maintained general file system
* Assisted in planning and preparation of Meetings and Conferences
* Provided Word-processing and Secretarial support

* Kept records of Clients’ interactions , transactions and actions taken.

**ACHIEVEMENTS**

* Maintained timely and Organized Schedules
* Scheduled Meetings and Events Successfully
* Achieved good Customer Relationship

**2010- 2013**

**Job Title: Data Entry/Customer Service Officer**

**Employer: Dufil Prema Foods, Benue State.**

**RESPONSIBILITIES**

* Inputting of all the data about the branch and it's daily activities into the system through excel sheet.
* Handled Customer Complaints
* Resolved Customer Requests, Inquires and ensured Satisfaction.

**ACHIEVEMENTS**

* Resolved Customer Complaints Effectively
* Initiated more reliable Customer feedback medium
* Retained big Corporate Customers by providing quality services.

**EDUCATIONAL BACKGROUND AND QUALIFICATIONS OBTAINED**

Youth Service Corps (NYSC) 2019

Human Resource Management (HRM). 2018

University of Nigeria Nsukka

Public Administration (BSC) 2017

Eastern Academy Onitsha, Anambra State

SeniorSecondary School Certificate Examination 2007

**PERSONAL DATA**

Date of Birth: 15/07/1989

Gender Female

Status Single

Nationality: Nigeria

State of Origin Enugu State

LGA of Origin Nkanu East

**HOBBIES**

Reading/Research, Writing, Travelling

**REFEREES**

Available on Request