



AGU EKENE HELEN

SECRETARY/SALES EXECUTIVE

CAREER OBJECTIVE

To secure and maintain a responsible career path, where I can utilize my administrative management skills, while making an effective and efficient contribution to the success of the organization. A skilled communicator who thrives on working in a team but also capable of using own initiative towards achieving organizational goals. Seeking challenging positions that would offer professional career development.

CONTACT

+234(0)7062824881

helen.ekenerry98@gmail.com

49 Shonola Street
Aguda, Lagos State., ,

TECHNICAL SKILLS

Excellent Verbal and written communication skills.
Strong interpersonal and leadership skills.
Possess the flexibility to work as well as part of a team.
Excellent time manager and organisational skills.
Ability to quickly analyse, plan and solve problems.
Possess ability to express and communicate ideas effectively.
Self motivated, target oriented and result focused.

INTERESTS

Reading
Researching
Learning New Things.
Meeting New People

PERSONAL PROFILE

PERSONAL STRENGTHS

Systematic Development.

- ☑ Ability to work autonomously and efficiently as part of a team.
- ☑ Proven track record of planning, prioritizing and organizing a changeable work load to tight deadlines.
- ☑ Proven track record of reliability, trustworthiness and responsibility.
- ☑ Proven ability to relay both written and verbal information to a variety including members of the public.
- ☑ Excellent attention to details.
- ☑ Excellent oral and written communication skills.
- ☑ Multi task and Analytical skills.
- ☑ Result Oriented skills.

EDUCATION

2019	NYSC Certificate National Youth Service Corps.
2017	B.Sc Management University of Nigeria Nsukka
2012	OND Purchasing and Supply Management Federal Polytechnic Nekede, Imo State
2006	SSCE (O'level certification with a major in arts). Brilliant Child Secondary School, Lagos State
2000	First School Leaving Certificate (FSLC). Brilliant Child Secondary School, Lagos State

PROJECTS

IMPACT OF STRIKE ON MANAGEMENT EFFECTIVENESS

2017

A STUDY OF UNIVERSITY OF NIGERIA TEACHING HOSPITAL

CAREER & PROFESSIONAL DEVELOPMENT

TRAINING

Date Of Birth: 26/057h /1989

Nationality: Nigerian

Marital Status: Single

Spoken Languages: Igbo,Yoruba and English

Religion: Christianity

State Of Origin: Imo State

REFERENCE

Available On Request. - ""

Career Management Training. Motivational Interview.

ACHIEVEMENT

Vice President Management Department

EXPERIENCE

2020 - Till date	SECRETARY/SALES EXECUTIVE COALCITY COMMUNICATION NIG.LTD.
December 2017 - February 2019	PROCUREMENT AND STORE MANAGER AMI BOUTIQUE HOTEL
2012 - 2012	PERSONAL ASSISTANT TO SMD POWER HOLDING COMPANY OF NIGERIA
2007 - 2010	SALES REPRESENTATIVE SWEET MOTHER ENTERPRISE