

Christian Duruh

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PROFILE

I am a technologically savvy and goal-oriented administrative professional, interested in administrative and management execution involving expert connection to improve organizational outcome.

- Has considerable experience in coordinating, planning and organizing daily administrative and clerical functions.
- Skilled in prioritizing and completing tasks independently and motivated to help organizations thrive.
- Looking to secure a position, where I can utilize my professional skills in contributing to the future growth of an organization.

KEY STRENGTHS

- Good working experience and knowledge of best practices and disciplines in Sales and Customer Service.
- Exceptionally analytical in problem-solving with essential strengths in planning and control, risk management, compliance, change management, resource management, and process improvement.
- Great communication and presentation skills with excellent interpersonal and rapport building skills to nurture good relationships with internal and external contacts.
- Strong analytical skills and the ability to read, understand and prepare comprehensive reports based on extensive quantitative analysis and understanding of client/stakeholder requirements.
- Highly motivated self-starter and problem-solver with good organizational skills and the ability to deal with multiple tasks with competing priorities to meet deadlines.
- Highly Proficient with the use of customer service software CRM (Dynamics) and Microsoft Office suites including Word, Excel, PowerPoint and Outlook.

PROFESSIONAL EXPERIENCE

Paradies Lagardere

Warehouse Associate

July 2023 – Sept 2023

RESPONSIBILITIES

- Operating assigned machines involved in the transportation and movement of skids and heavy objects in the warehouse
- I ensured adequate and timely dispatch of deliveries to designated locations
- Closely monitored the stock of goods we have left and assisted in the restocking of goods upon receipt to their designated locations in the warehouse.

- Cleaning and organizing the work area by removing waste materials, ensuring maintenance of a clean and tidy work environment
- Perform other functions as assigned by my supervisor such as forklift duties.

GOLDEN TORONTO

Coporate Trainer

Feb 2023 – June 2023

RESPONSIBILITIES

- Conducting sales and marketing campaigns for different clients such as Canadian tire.
- Developed and implemented recruitment strategies to attract top talents, utilizing various sourcing methods and platforms
- Going on business trips to push for more sales and hit targets.
- Building my team of Accounts Executives and training them on the guidelines, rules, our functions and responsibility to our clients and the customers.
- Managed schedules and oversaw a team of 4-6 individuals, driving sales, meeting targets and ensuring efficient work flow.

JD factories and Warehouse

Machine Operator : Mold Machine/ Warehouse Associate

Jan 2022 – Dec 2022

RESPONSIBILITIES

- Operating assigned machines involved in rubber slippers production.
- I inspected outputs of the machine to ensure the factory set standards were met in terms of size, shape and visual appearance.
- Closely monitor the machine operations including speed and temperature to ensure consistent and efficient production.
- Responsible for keeping tracks of the units produced and reporting any machine downtime.
- Cleaning and organizing the work area by removing waste materials, ensuring machine cleanliness.
- Perform other functions as assigned by my supervisor such as forklift duties.

Ministry Of Youth and Sports Development, NG

Lafia, Nasarawa State. Nigeria.

Administrative Assistant : Office of the Director of stadium and Facility management

Nov 2021 – Dec 2022

RESPONSIBILITIES

- Developed and maintain a filling system.
- Welcoming and Greeting guests.

- Performed other functions as assigned by supervisor
- Scheduled meetings and appointments and took detailed minutes.
- Received and carefully sorted out mails and other correspondence.
- Writing and distributing email, correspondence memos, letters, faxes and forms.
- Answering phone calls and using the technology relevant to the office.
- Onboarding new team members.

RE-EDUCATING AFRICANS ON THE RISK AND DANGERS OF UNPLANNED JOURNEY ABROAD (RARDUJA)

Customer Service Supervisor

Nov 2017 – August 2021

RESPONSIBILITIES

- Monitors or reviews calls or other correspondence between representatives and customers.
- Ensure representatives are informed about changes to company products and activities
- Assists with budget preparation for the customer service department
- Training new customer service staffs
- handling complaints and ensuring that it is addressed amicably.
- Actively Participates in the organization of seminars and educational programs in secondary schools and universities within the country.
- Performs other related duties as assigned.

EDUCATION & PROFESSIONAL DEVELOPMENT

UNIVERSITY OF BENIN, NG

January 2015 – November 2019

Bachelor of Science (Bsc.Ed) Human Kinetics.

IMMACULATE CONCEPTION COLEGE

September 2008 – June 2014

O Level certification (NECO)

UNIVERSITY OF BENIN STAFF NURSERY & PRIMARY SCHOOL, NG

September 1998 – June 2008

First School Leaving Certificate.