

ETIM DEBORAH BASSEY
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OBJECTIVE

To obtain a position that challenges me and provides me the opportunity to reach my full potential and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and one in which practices collaborative leadership, integrity and honesty.

PERSONAL DATA

MARITAL STATUS: Single

GENDER: Female

NATIONALITY: Nigerian

DATE OF BIRTH: 30th August, 1995

EDUCATIONAL QUALIFICATIONS

2016: Bachelor of Arts (BA.) English and Literary Studies
University of Calabar, Calabar, Cross River State, Nigeria.

2012: West Africa Senior School Certificate Examination (WASSCE) O/Level
Government Girls' Secondary School, Big Qua Town, Calabar, Cross River State, Nigeria.

WORK EXPERIENCE

2020: OLIST Digital Service Limited, Ikeja, Lagos, Nigeria.
(2019-2020)

Role: Telesales Executive

- Contacted potential customers to inform them about OLIST services.
- Answered questions to aid customers understand the company's services'.
- Managed customer account and proffer solutions to any challenge related to the company's system.
- Maintained records of contacts to take note of useful information.
- Built customer relationship and retention.
- Met target to raise the company's sales quota.

2019 Trinitas Consulting Limited, Calabar, Cross River State
(January to October 2019)

Role: Secretary

- Maintained effective records and administration.
- Upheld the legal requirements of governing documents.
- Ensured effective organisation of meetings and keeping records of every meeting.

2018: Bashorun Ojoo High School, Agodi, Ibadan, Oyo State.
(January to November 2018)

Role: English and Literature Teacher (NYSC)

- Taught students English and Literature based on the national curriculum.
- Encouraged Students' participation in classwork.
- Documented the progress of students.

2017: James Ene Henshaw Foundation, Calabar, Cross River State.
(February to October 2017).

Role: Administrative Assistant and Editor

- Edited amateur plays.

- Managed projects.
- Served as a bridge between the company and the public using effective communication.
- Maintained and organised documents.
- Ordered and took stock of office supplies.

SKILLS/STRENGTH

- Effective communication
- Team player
- Research
- Content writing
- Time management
- Project scheduling
- HTML/ CSS
- JavaScript

Hobbies:

- Listening to Music
- Writing
- Playing Video Games

Referees:

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