

EFEMEDOH, FAITH ONOME

SUMMARY

A resourceful, hardworking and self-motivated individual who is passionate in handling organisational administration and ensuring that everything behind the scenes of a successful company is running smoothly. Seeking a challenging position in an organisation that will engage my skills and knowledge on any given job or responsibilities geared towards the achievement of set organisational goals and objectives.

WORK EXPERIENCE

- 2019- PRESENT** **IBADAN ELECTRICITY DISTRIBUTION COMPANY**
Customer Relationship Officer
Attends to customer complaints, maintains business relationship with customers, handles disconnection and reconnection, escalates revenue leakage issues and tampering of meters.
- 2019** **BEEBEEJUMP SOLAR INTERNATIONAL LIMITED**
Direct Sales Representative
Sold products, goods and services to customers; attended to the complaints of customers; provided reports of sales, expenses incurred, etc and found new sales lead.
- 2018 – 2019** **NATIONAL YOUTH SERVICE CORPS**
Ministry of Education, Ibadan, Oyo State.
Administrative Assistant
Developed and maintained a filing system; updated administrative systems to make them more efficient; organized and scheduled meetings and appointments; produced and distributed correspondence.

EDUCATION

- 2018** **Kwara State University, Malete, Kwara State.**
(B. Sc. Ed.) Business Education - Second Class Upper Division
- 2014** **Ahmadu Bello University, Zaria, Kaduna State.**
Interim Joint Matriculation Board Certificate (IJMB)
- 2012** **Front-Liners College, Ibadan, Oyo State.**
West African Senior School Certificate

ACHIEVEMENTS AND CERTIFICATIONS

- 2018** **Teachers Registration Council of Nigeria (TRCN)**
Certificate of Registration
- 2018** **Kwara State University, Malete, Kwara State.**
Certificate for Community Development (Volunteer Service)

Address: Z10, Olorunredo Street, IMO Ilesha, Osun State.

Telephone: +2348120730314

Email: faithefe156@gmail.com

BIO

Sex: Female
Nationality: Nigerian
Marital Status: Single
Date of Birth: 15th April, 1996.

PROFESSIONAL SKILLS

Communication Skills

Microsoft Office Suites

Administrative skills

Leadership

Problem-solving Skill

Office Management Skills

PERSONAL SKILLS

Time Management

Adaptive Skills

Willingness to Learn

Creativity

LANGUAGES

English

Yoruba

REFEREES

Available upon Request