

AKOKA DIPEME JULIANA SUMMARY

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

WORK EXPERIENCE

2021- 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 **NATIONAL YOUTH SERVICE CORPS** **Montana Medical centre, 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

- ✓ 2001 – 2007 → Demonstration Nursery, Primary & Secondary schools Kaduna
- ✓ 2007 – 2013 → Our Lady's of Fatima, Girls Secondary School Kaduna.
- ✓ 2014 – 2018 → Kaduna state University, Kaduna.

ACHIEVEMENTS AND CERTIFICATES

- First school leaving certificate (2007)
- Senior School Leaving Certificate (SSCE) (2013)
- B.Sc Accounting (Second class Lower) (2018)

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Estate Zone D off Akala
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BIO :

Sex: Female
Nationality: Nigerian
Marital Status: Single
Date of Birth: 14th Oct, 1994.

PROFESSIONAL SKILLS

Communication Skills

Office Management Skills

Leadership

PERSONAL SKILLS

Time Management

Adaptive Skills

Willingness to Learn

LANGUAGES

English



Hausa



Ikulu



REFEREES

Available upon Request