**ELILOR PAULINA ULILI**

Address: 18 Lion Gate Osho Street, Langbasa, Ajah, Lagos.

Email: paulineulili2@gmail.com​ Tel: 08102667057, 08126491891

**PERSONAL SUMMARY:**

I am a young, vibrant and hardworking University graduate with a friendly personality, polite and able to communicate effectively. I am accommodating, responsive, analytical, organized and result oriented person with ability to prioritize. I speak English and Yoruba languages fluently.

I am currently looking for an opportunity to acquire more skills while applying my acquired skills in whatever role I found myself.

**WORKING EXPERIENCE:**

**B2 Consulting, Lekki-Epe Expressway, Lagos** 2015-date

Post: Secretary/ Administrative Officer.

**Duties:** ​

Welcoming clients warmly as the first contact person.​.

Attending to clients’ needs and complaints.​

Follow-up on clients, collection of fees and banking of receipts.​

Safe keeping of company’s documents and records.

Procurements, accounting and reporting on daily transactions.

Arrange meetings, organize venues and take minutes of meetings.

Oversees the general administration and supervise other staff of the office.

Effectively resolving discrepancies and complaints

Reporting to the Managing Director

**United Secondary School, Ibadan, Oyo State.** 2014

Post: Teaching (**NYSC)**

**Duties:**

​ Teaching of Computer studies.​

​ Advisory role to the students.​

**Latorville Group of School, Ikorodu, Lagos**. 2013​ Post: School Bursar.

**Duties:**

Day to day management of school funds​

Keeping financial records and statements.

Providing weekly and monthly report of payments.​.

Reconciling bank statement with cash book.​

Safe keeping of financial documents of the school.​

**Indomie Instant Noodles, Calabar, Cross River** 2012​ ​

Post: Advertising Agent/Project Supervisor ​

**Duties:**

Creating ​awareness about Indomie empowerment project which was geared towards empowering the unemployed and to increase sales.

Selection of potential candidates to be empowered.​

Monitoring successful candidate’s sales for about four (4) months.​

**SKILLS AND COMPETENCIES**​

Good written and verbal communication.

Vast knowledge of computer operation.

Positive approach towards tasks, pro-active and resilient

Strong interpersonal skills​ and work ethics.

Effective time management and able to priotise.​

**ACADEMIC QUALIFICAION**

**BSc Economics (2.1)**

University of Calabar, Calabar 2008 – 2013

**O’Level (SSCE)**

Lord’s Victory International School, Ikorodu,Lagos. 2003 – 2008

**PERSONAL DATA:**

Date of Birth: 14th​ April, 1989 ​

Place of Birth: Lagos

Sex: Female

State of Origin: Cross River

Marital Status: Single

Nationality: Nigerian

Religion: Christianity

**REFERENCES:**

Available on request.