

NDUKA OGECHI ELIZABETH

Address: 13 King Solomon Street, Iyewo Estate, Araromi Bus/Stop,
Lagos State, Nigeria.

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Email: eliznduka@gmail.com

PERSONAL DATA:

Date of Birth:	25 th December 1992
Sex:	Female
Marital Status:	Single
Nationality:	Nigerian
State of Origin:	Anambra State
Local Govt. Area:	Nnewi North

OBJECTIVES

To achieve excellence in assigned duties and obligation in a team or as an individual for the progress of the organization, support all strategies developed to achieve the organizational goal. To give my best as an intelligent dedicated individual who is always ready to learn new skills.

EDUCATION BACKGROUND

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| ❖ Vicolas Nursery and Primary School
(First School Leaving Certificate) | 1995 - 2001 |
| ❖ Grand school International
(Secondary School Diploma) | 2004 - 2010 |
| ❖ CY Peculiar computer School | 2012 - 2013 |
| ❖ (Diploma in Desktop Publishing) | |

WORKING EXPERIENCE

- | | |
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| □ Mickadu Nigeria Limited
<i>Post Held:</i> Receptionist | 2014 - 2015 |
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JOB DESCRIPTION

- Receiving clients from the front desk
- Receiving records and documentation of payments made on daily transactions
- Recording of data on computer

☐ **All Seven Real Estate Investment**

2015 - 2017

Post Held: Senior Sales Executive

JOB DESCRIPTION

- Researching and analyzing sales options.
- Maintaining quality service by enforcing organization standards.
- Maintaining relationship with clients by providing support, information, and guidance
- Researching and recommending new opportunities and service improvement.
- Contributing to sales team effort by accomplishing related results as needed.

☐ **Opal Gardens Estates Limited**

2017 - 2019

Post Held: Customer Service Manager

JOB DESCRIPTION

- Helping to build good customer relations
- Arranging staff meetings
- Handling complaints and queries (from customers and staff)
- Sorting security issues
- Arranging promotional events
- Recruiting staff and doing appraisals
- Training and development
- Financial responsibilities

Post Held: I.T Support

JOB DESCRIPTION

- Installing and configuring computer hardware; software, systems, printers and scanners
- Monitoring and maintaining computer systems and networks
- Responding in a timely manner to service issues and requests
- Providing technical support across the company

HOBBIES

Reading, Traveling, Meeting People

REFEREES

On Request