

310, Independencia Barcelona, Spain

+34 662 910 639(Spain)

+234 703 784 1833(Nigeria)

htinahngozi@gmail.com

NGOZI TINA OKORO

Willing to add value to the organization by commitment, proactive and dedication.

PERSONAL DETAILS

State of Origin: Imo State, Nigeria

Marital Status: Single

SKILLS

- Good English Communication
- Basic Spanish Communication
- MS Excel
- MS Word
- Junior Front-end Developer
- Organizational Skills

QUALIFICATIONS

- Spanish Certificate (A level)
- Under graduate (Business Administration)
- OND Certificate (Computer Science)
- Diploma in Desktop Publishing
- Senior Secondary School Certificate
- First School Leaving Certificate (FSLC)

INTERESTS

- Research
- Watch Movies
- Social Media Person
- Community Involvement
- Explore

EXPERIENCE

REDCHARKOAL: Multitask Personal 2022 (5months)

- (1) A Cashier
- (2) A Facility management
- (3) A waitress
- (4) A Store keeper

HUMBER INTERNATIONAL LIMITED (HumberOne): Administrator 2018 - 2021

- Oversee day-to-day business operations
- Worked on gamification projects(Where my company gamify for some banks)
- Worked on some projects that generated revenue for states
- Coordinate stand-up meeting daily
- Worked with the HR to ensure the staffs well-being, efficiency and effectiveness
- Provide staffs with their necessary needs and ensure accountability
- Register and renew license
- Subscribe and renew expired subscription
- Use word processing to create folder for different file, document, convert to pdf, if need be
- Use excel as my inventory system, V-lookup, Data cleaning and attendance sheet
- Responsible for the facilities maintenance
- Book traveling tickets
- Schedule appointment
- Manage end-to-end client and customer relations, troubleshooting
- Educate customers on how to use company's app and products TYLGAMES
- Write emails and answer calls
- Support the office management, Printing, scanning and photocopy
- Manage Radicalhub, take client around for space survey
- Handles petty cash, bills and payment

Jity Diagnosis Medicals: Receptionist 2014-2016

- Ensures the readiness of the office area for each working day
- Direct patients to the appropriate location and services
- Provide direction, book appointment or other enquires by the patients through phone call
- Take patients record
- Assist patients in completing appropriate forms
- Collect fees, book keep and report to the Director daily
- Maintain office supplies
- Perform other duties as assigned (Procurement and Marketing)

REFERENCES

Based on request