

# ROSELINA EZENWANNE

47 Divine Estate Road, Bucknor Phase 2, Okota, Lagos, Nigeria

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## BIODATA

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**Date of Birth:** October 12, 1997

**Sex:** Female

**State of Origin:** Anambra State, Nigeria

**Place of Birth:** Lagos State, Nigeria

**Marital Status:** Single

**Languages:** English, Igbo, Yoruba.

## OBJECTIVE

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To advance my career in a progressive organization where my knowledge and creative abilities can be fully explored, giving me the opportunity to add value, gain experience and assist the organization in achieving its objectives.

## SKILLS

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- **Software:**
  - Microsoft Office (Word, Excel, PowerPoint, Project),
  - Graphics design (Adobe Photoshop and Illustrator),
  - Programming (HTML, JavaScript).
- **Functional:** Effective Written and Verbal Communication, Time Management, Good Research Skills, Good Interpersonal Skills, Proactive Thinker, Quick Learner, and Team Player.

## WORK EXPERIENCE

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### Federal Ministry of Agriculture and Rural Development.

[Office Assistant - NYSC]

August 2019 – May 2020

- Filing, organizing and maintaining letters, memos, mails and staff files for easy access to valuable information.
- Maintaining inventory of office supplies and other necessary materials.
- Dealing with incoming and outgoing posts.
- Entering data accurately into computerized databases & Excel spreadsheets for easy accessibility.
- In house communication typing such as memos and emails.

## **Guaranty Trust Bank PLC.**

[Intern]

February 2019 – June 2019

- Processing of customer cash and card transactions.
- Customer care (communicating with customers and assisting them on pending transactions to hasten their transaction process).
- Compilation and filing of customer data.
- Sorting of bank notes for ATM withdrawals.

## **Federal Institute of Industrial Research, Oshodi.**

[Intern]

October 2017 – December 2017

- Extraction of essential oils and pigments from plant materials.
- Production of soaps and other cosmetics using extracted oils.

## **Glitterati Gold International Ltd.**

[Manager]

January 2014 – June 2019

- Design and place order for wholesale importation of female purses and footwear from China.
- Keep inventory of stock (goods) brought in and sold out from the store.
- Monitor and balance store accounts monthly.
- Oversee staff workfare and welfare.

## **EDUCATION**

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### **University of Lagos, Nigeria.**

Bachelor of Science in Botany 2015-2018

JUPEB A-Level 2014-2015

## **PROFESSIONAL CERTIFICATION**

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Project Management

Health and Safety Environment (HSE 1 & 2)

## **REFERENCE**

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Available on request.