

Ovwohwo, Sandra Onome

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PERSONAL SUMMARY

Highly efficient and organized, with the ability to adapt well to new environments and learn new processes quickly to achieve outstanding results. Self-motivated, with a commitment to customer service, and the ability to communicate confidently at all levels.

My drive pushes for collaboration, with the intention of always impacting the team and clients positively.

SKILLS

Technical Skills

Microsoft Pack Office
Email Marketing

Professional

Administration
Customer Service
Business Development

Personal

Excellent Communicator
Service Oriented
Presentation
Problem Solving
Attention to detail

CAREER HISTORY

Apr 2018 – Present **SPDC WEST MULTIPURPOSE COOPERATIVE SOCIETY LTD. / LIAISON OFFICER** Lagos, Nigeria

Serve as company liaison to promote relations with existing and prospective members; consistently maintain a positive attitude and enjoy providing help to members.

- Maintain detailed record of transactions and members' request.
- Follow defined management practices, policies, and procedures for all requests.
- Assist with purchase of items for the cooperative supermarket and establishing supplier relationship.
- Conduct follow-up actions on all queries to ensure improvements in customer service thereby improving customer satisfaction with respect to quality.
- Liaise and coordinate with other units to ensure quality service delivery to members.
- Perform other duties as assigned, including petty cash preparation.

Jan 2017 – Mar 2018 **ROTARY INTERNATIONAL DISTRICT 9141 / ADMINISTRATIVE OFFICER** Delta, Nigeria

Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.

- Organized the set-up of all Office meetings.
- Design and send monthly E-bulletins.
- Organized work by reading and routing correspondence; collecting information; initiating telecommunications.
- Maintained office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies.
- General clerical duties including photocopying and mailing.

Oct 2015 – Dec 2016 TUNDE EKPEKUREDE FOUNDATION / BUSINESS DEVELOPMENT OFFICER Delta, Nigeria

- Grew the mailing list for better reach and more effectiveness.
- Prepared detailed and accurate monthly progress reports using MS word and excel.
- Sourced for sponsorships and donations.
- Involved in Strategy and planning with the team.
- Gave motivational speeches and counselling using materials provided by the organisation.
- Facilitated various training sessions on personal development, entrepreneurship, hygiene and basic etiquette for kids and youths.
- Executed the social media advertisement campaigns.
- Review business cases on entrepreneurship, management, marketing, networking, early childhood development, etc.
- Implement analytical research on assignments given by the organization.
- Maintain and develop relationships with existing and prospective sponsors/donors.

Dec. 2014 – Oct. 2015 ACHIEVERS UNIVERSITY / LABORATORY ASSISTANT (NYSC) Owo, Ondo State. Performed routine medical laboratory tests.

EDUCATION	In View	National Open University of Nigeria PgD. Business Administration
	Feb 2014	Delta State University, Abraka B.Sc. Medical Biochemistry (Second Class Honours, Upper Division)
PROFESSIONAL CERTIFICATION	June 2020	Alison online certification Administrative Support
	Oct. 2017	Google Digital Skills for Africa The Online Marketing Fundamentals Qualification
	August 2007	Petroleum Training Institute, Effurun Certificate in Data Processing

INTERESTS

Reading, Singing, Research and Volunteer teaching.

REFERENCES

Available on request
