

# EGBETAMAH UFUOMA SARAH

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## PROFILE

A highly resourceful professional, innovative, assertive and a great team player with ability to work in an organization where working initiative is ensured, facilitating my contribution through actions thought to the company's vision and also achieve self-development by contributing significantly to the growth of the organization.

## WORK EXPERIENCE

**INFOSERVE, Admiralty Way, Lekki, Lagos state || Customer service Representative || January 2020— TILL DATE.**

**Responsibility:**

- Answer and direct phone calls.
- Organize and schedule appointments.
- Update and maintain offices policy and procedures.
- Submit and reconcile expensive report.
- Assist in the preparation of regular schedule report.
- Act as point of contact for both internal and external clients.
- Provide general support to visitors.

**Klemic cakes and confectionary, Warri, Delta State || Receptionist || October 2018– November 2019.**

**Responsibilities:**

- Identify business opportunities , prospects and evaluating their position in the industry
- Researching and analyzing sales options
- Maintains relationship with clients by providing support, information and guidance
- Research and recommend new opportunities, profit and service improvements
- Maintains quality service by adhering to established organizational standards
- Contributes to team efforts by accomplishing related results as needed
- Prepare reports by collecting, analyzing and summarizing information

**Brykiva Solutions, Uselu Shell, Benin-Lagos Rd, Edo State || Administrator || May 2017– December 2017**

**Responsibilities:**

- Maintain a good relationship with Clients by providing information and guidance
- Create and maintain relevant data base for the Company.
- Assisting the Managing Director
- Preparation of Company's official documents
- Trained Colleagues on how to effectively supervise and discipline employee for smooth running of company's operations.
- Handling HR report that are Filed by employees
- Compiling salary information by preparing payroll
- Prepare document and database for customers and management.
- Added more sales for the company.

### SKILLS & COMPETENCIES

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- Self-motivated, industrious and result oriented.
- Ability to work efficiently and produce results.
- Team spirit, resilient and strong interpersonal skills.
- Effective communication, time management and problem solving skills.
- Efficient presentation skills and proficient in Microsoft Office (Word, Excel, power point).
- Good writing skills and technical writing / reporting

### EDUCATIONAL HISTORY

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National Youth Service Corp, Lagos State, Nigeria || **2020**

University of Port Harcourt, Rivers State, Nigeriaa || **B.Sc., Animal and Environmental Biology**  
|| **2018**

General and Advance HSE || **Oil and Gas Training institute of Nigeria.** (2018)

Standard International School, Warri, Delta State || **West African Senior Leaving Certificate** ||  
**2013**

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INEC Electoral Officers Training Program || **2017.**

### BIO-DATA

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- Sex: Female.
- Marital Status: Single.

## REFERENCES

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Available on request.