**ERUKAA LUNEN MIRIAM**

**Address**: Block A Flat 100 NIA Quarters Karu - Site, Abuja.

**Email**: [erukaa.lunen@gmail.com](mailto:erukaa.lunen@gmail.com) **phone** No: 07036547130.

**Gender**: Female.

***Creative and innovative mind, flexible to change and willing to think out of the box*.**

**Profile**

Adaptable and self-motivated lady with a strong passion to write, and apply acquired knowledge and skills to further the course of global industrial growth within a stimulating and challenging environment.

**CORE COMPITENCES**

* Excellent written and verbal communications skills, including dealing with customer’s complaints and giving formal presentations to executives.
* Proficient in all Microsoft Office applications.
* Experience planning, coordinating, facilitating physical meetings
* Extremely organized and attentive to detail.
* Comfortable performing a variety of roles, including front desk reception, personal assistant, and organizational point of contact.
* Capable of managing multiple tasks with an emphasis on retaining quality standards.
* Proficient at evaluating problems and quickly devising practical solutions.
* Excellent research skills.

**CAREER HISTORY**

**Organisation:** Hatfield Group of Companies May 2019 – Date

**Position**: Administrative Officer/ Front Desk

**Duties**:

* Typing and sending of emails.
* Organizing meetings.
* Arrangement and placement of office files, etc.
* Ensured the optimum comfort of all guests in reception area and accommodated special requests.

**Organisation**: N.Y.S C, PPRO:Police HQ Nov 2017- Nov 2018

**Duties:** Drafting of News Headlines

**EDUCATION /QUALIFICATION**

2017 - B.A English Language. Benue State University.

2009 - (SSCE)Queen ofthe RosarySecondary School, Gboko.

2002 - (FLSC)Royal KindergartenNur/Primary School Makurdi.

**OTHER CERTIFICATIONS**

Professional Project Management June 2018 –Dec 2018

Human Resource Management. June 2018 – Dec 2018

National Teachers Institute. In-view

**OTHER INTERESTS**

Singing, Bead making, Sewing, and watching movies.

**REFERENCE:**

On request.