# **LUCKY CONFIDENCE**

**4 chief Doctor Sam Avenue, Nvuigwe, Woji, Port Harcourt**

**Email: confidencelucky57@yahoo.com**

**Tel: 08060941366**

**PROFILE**

Bringing forth a proven track record of successfully managing offices, and helping to lead organisation professionals to work toward reaching goals.

**WORK EXPERIENCE**

**2022 – 2024 TCS PROPERTIES LIMITED**

**Office Secretary**

* **Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memo, making copies, faxing documents**
* **Greeting visitors. Maintained office schedules and filing systems**
* **Handled office correspondence and incoming and outgoing mails**
* **Managed office space and office equipment**
* **Maintained work logs for office employees**

**2020. NNPC MEDICAL SERVICE LIMITED**

**Lab Assistant (Industrial Training)**

* **Performed chemical and microbiological analysis of samples.**
* **Labeled and sorted samples accurately.**
* **Maintained lab equipment in good working condition.**
* **Washed glassware and cleaned work station on regular basis.**
* **Maintained inventory of lab supplies and reported any shortages to management.**
* **Prepared lab equipment and specimen for tests.**
* **Utilized charts and graphs to show the results.**
* **Ensured to follow safety guidelines at all times.**
* **Performed general cleaning and maintenance of laboratory.**

**2014 – 2016 Standard Royal Crown Academy**

**Office secretary**

* **Served as a friendly and helpful first point of contact in the Administration Office**
* **Directed visitors to appropriate offices and school wings**
* **Answered phones and delivered important messages to school staff and students. Scheduled school events and created and maintained the school calendar**
* **Processed payroll and distributed paychecks to employees**
* **Maintained inventory and ordered supplies as necessary**
* **Assisted school employees and parents of students with tasks as needed**

**EDUCATION**

**2018 – 2022 KENULE BEESON SARO-WIWA**

**POLYTECHNIC BORI R/S**

**HND. (Upper Credit) Biology/Microbiology**

**SKILLS**

Fantastic interpersonal and leadership skill

Outstanding analytical and problem solving skill

Excellent oral and written communication skill

Ability to work effectively in a team

Ability to work under intense pressure

Self-motivated and target-oriented

Public relations speaker

Good knowledge of laboratory practices and techniques

Deep knowledge of laboratory information system

Skilled in operation of automated lab equipment

**HOBBIES**

Researching, Reading, Swimming, Traveling, Cooking, Learning

**OTHER INFORMATION**

Director of Health in National Union of Khana Student Kenpoly Chapter, Rivers State

Youth President of Methodist Church Nigeria Rumuagholu, Rivers State

Vice President of Her Excellency Ladies Association of Rivers State