| IKEOKWU  HARRIET CHIDINMA | | 16, Johnson Adetoye close Andikan Beaulah Estate Gwarinpa ,Abuja |  | | --- | --- | | +2348069814165 |  | | stepharriet@gmail.com |  | | Female |  | | Nigerian |  | | 26th October, 1994 |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

To work with a team of highly skilled experts in an organization where duties are performed with due diligence and high sense of professionalism, to achieve organizational objectives and target goals as well as offer opportunities for self-development.

# Skills

| * Excellent interpersonal relations, good writing and communication skills. * Hard working * Reliable and Team player * Goal focused * Ability to work under pressure * Ability to carry out responsibilities effectively * Profers solution * Very good knowledge of Microsoft Office applications. * Ability to work in a challenging environment which offers greater responsibility as well as add value to the organization. |
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# Experiences

### MARCH 2021 – AUGUST 2021

## Human Resource Personnel/ Portsbridge Educational Services Ltd Abuja. (Remotely)

* Identify and manage training and development for employees .
* Performance management
* Facilitate year end reviews, seminars and workshops.
* HR policies and procedures.

### February 2020 – MARCH 2021.

## Sales and Admin inistrative Manager/ WorldgateGroup Abuja.

* Review and Strategize certain policy and prices of Nigerian Breweries Drinks, based on market conditions.
* Supervise the daily activities of the administrative department and Sales department.
* Contact or visit customers to get feedback on our services and ensure customer satisfaction.
* Planning, scheduling and attending business meetings with the Business Associates or Nigerian Brewery board members.
* Ensure smooth office operation in all the branches of the company and promote sales to achieve certain targets.

### September 2019 – December 2019

## Retail Associate/Mareh Jabi, Abuja.(Shift)

* Marketing/ Advertising products to customers
* Assisting in display of merchandise or organizing the selling floor and stock areas
* Responsible for all sales activities including greeting customers, answering questions, offering assistance, suggesting items, lending opinions and providing product information.
* Keeping the selling floor stocked with merchandise.

January 2019 – December 2019

## Phlebotomist/Firmcare Diagnostics, Garki,Abuja.

* Obtains blood specimens by venipunctures and fingersticks.
* Tags specimen exactly as outlined in each medical requisition.
* Tracks collected specimen to maintain daily tallies of collection performed.
* Properly package each specimen and ensure that they are delivered to the laboratory on time.
* Maintains quality by following department procedures.
* Takes stock of Laboratory supplies at the end of each week.

### January 2018– December 2018

## Personal Assistant / Raw Materials Research and Development Council, Maitama, Abuja.

* Taking notes at a manager’s meetings.
* Creating reports, presentations, briefing papers, and other documents.
* Meeting visitors and treating them with courtesy.
* Follow up deadlines for important schedules/ meetings.
* Ensuring the manager is fully prepared for meetings.
* Creating and maintaining office systems including data management.
* Handling phone calls and requests.

### September 2015 – october 2017

## English & Biology Teacher / Anita Early Foundation School, Oyigbo, Rivers State.

* Write Lesson notes based on the school's curriculum.
* Teach with continuous explanations in order to carry all students along.
* Train students on phonetics according to Rivers State curriculum standard.
* Assess them at the end of every month and give them take home assignments.
* Review their past class activities to maintain sound memory.
* Use the visual and audio teaching methods to run some class sessions with Biology and phonics tape, in order to enlighten them on the realistic aspect.
* Take disciplinary actions on students when necessary to ensure discipline
* Work with time and ensure to come early when I have my periods.
* I revise all topics at the end of each term before examinations.

### January 2014 – december 2014

## Industrial Trainee (Assistant Laboratory) / MediPlan Hospital, Owerri, Imo State.

* Assists in running lab tests.
* Drugs purchasing/ inventory.

### October 2012 – December 2012

## Industrial Trainee / Salem Hospital, Oyigbo, Rivers State.

* Collection of specimens.
* Assisting the lab scientist to run test
* Recording of various tests.
* Financial statements of laboratory tests.
* Running errands.

# Degrees/ Certificates

# Jan 2018 – Jan 2019

# National Youth Service Corps/ Raw Materials Research Development Council, Abuja

### 2014 - 2016

## HND / Imo State Polytechnic, Umuagwo, Imo State.

Science Laboratory Technology (Biochemistry option) Upper Credit

### 2011 - 2013

## ND / Imo State Polytechnic, Umuagwo, Imo State.

Science Laboratory Technology (upper credit)

### 2004 - 2010

## W.A.S.S.C.E / St Theresa's Girl's Secondary School, Olokoro, Umuahia, Abia State.

Senior Secondary School Certificate

### 2003

## F.S.L.C / Anita Early Foundation School, Oyigbo, Rivers State.

First School Leaving Certificate

# Interest

Singing, Reading, Travelling, Dancing, Acquiring new knowledge and skills through thorough research or training activities.

Referees:

Dr. G. Grema Mustapha , gremaganamustapha@gmail.com

Deputy Director Textile Leather and Livestock division, RMRDC, Abuja

Nathan Egba, 08165859111

Director, Strategic communications, Governor’s office, Bayelsa State .

Bolaji Khaleel, 08036189067

Chairman Board of Directors , National Orientation Agency

Alhj Rabo Saleh, 08033061065

President Federation of Tourism Associations in Nigeria