**IANNA, HIIDOO HELEN**

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**PROFESSIONAL SUMMARY:**

A creative, analytical and enthusiast individual with over four years’ experience across administration and internship with competencies in delivering outstanding and effective managerial, sales promotion and customer relationship services in any self-challenging work environment. Aim at deploying my competencies, skills, and personal values in effecting changes in my immediate work environment.

**WORK EXPERIENCE:**

***IT Sales & Support officer*** *at Netlinks solutions:* ***Mar. 2023 – Sep 2023***

* Reporting any unusual PCs activities to supervisors.
* Performing data entry duties regarding metrics, sales figures and other key data.
* Aiding management team members and executives as needed.
* Office 365 mail support such as mail retrieval and mail setup.
* Troubleshooting of windows PCs and upgrades.
* Maintaining an accessible and organized filing system for sales and administrative professionals.

***Sales Representative*** *at MoboVet Veterinary services Wurukum Makurdi* ***June. 2021- Dec. 2022***

* Execute outbound and inbound sales activities to generate new leads and opportunities.
* Engage with potential clients through various communication channels to understand their needs and offer tailored solutions.
* Grow the MoboVet Veterinary business by using innovative sales and marketing concepts to achieve assigned goals in all key measures
* Achieve and exceed monthly and quarterly sales targets.

***Admin Assistant (NYSC)*** *at Nigeria Agricultural Quarantine Service.* ***Mar. 2020 – Mar. 2021***

o Documentation and organization of office files and equipment

o Typing and printing of documents such as memos, drafts, and correspondence.

o Being a point of contact for a range of staff and visitors.

o Welcoming and directing visitors and new staff of the organization.

o Issuing mails to team and departments as ordered by senior staff.

***Intern*** *at University of Agriculture Teaching and Research Farm.* ***June 2017 – May 2018***

o Performing manual farm practices.

o Managing farm workers and activities.

o Devising strategies for harvesting or breeding.

**CORE SKILLS AND COMPETENCIES:**

Interpersonal skills | Communication Proficiency | Attention to details | Problem solving | Creative and analytical skills | Decision Making | Time Management | Multitasking | Financial Management | Cost Minimization | Teamwork | Technology savvy | Proficient in Microsoft office tools.

**PROFESSIONAL MEMBERSHIP/ASSOCIATION:**

* Nigeria Institute of Animal Science.
* International organization of Management Professionals.

**CERTIFICATIONS:**

* ***Certificate of National Service*** *at National Youth Service Corps.* ***2021***
* ***Certificate of Course completion*** *in Project Management.* ***2020***

**EDUCATION AND QUALIFICATIONS:**

* ***B.Agric. Animal Production (Optional)*** *at Federal University of Agriculture, Makurdi.* ***2018***
* ***Senior Secondary Certificate Examination*** *at Regina Pacis College, Abuja.* ***2012***

**Referees:**

Available upon request.