

FAITH OSAWEWINOWAN OSARO

36, Omega Paint Road, Kubwa, Abuja.

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Email: osarofaith1@gmail.com

PERSONAL STATEMENT:

To be business oriented (innovative and creative). To contribute meaningfully and positively to the lives of people and in the vision of the company, in the process satisfying my needs and fulfilling my dreams in life.

PERSONAL DATA:

Date of Birth:	1 st June, 1995
Sex:	Female
Marital Status:	Single
Language Spoken:	English

EDUCATIONAL QUALIFICATION

Bachelor of Science Degree	UNIVERSITY OF BENIN	2011 - 2015
	Bachelor of Science in Industrial Chemistry (BSc.Inc).	
	Second Class Honours (Upper Division)	

West African Senior School Certificate – West African Examination Council	2007 - 2011
	Bay Flowers International School, Benin City, Edo State Nigeria.

Primary School Leaving Certificate	St. Theresa Nursery and Primary School, Benin City Edo State.	1998 - 2005
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WORK EXPERIENCE

ESTABLISHMENT:

PERFECT TRUST COSMETICS LIMITED

Position:	TEAM LEAD	Nov 2020 - Date
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Duties:

1. Accomplishes department objectives by managing staff; planning and evaluating department activities.
2. Maintains staff orientation and training employees.
3. Ensures a safe, secure, and legal work environment.
4. Ensuring Sales are made and customers are satisfied

PERFECT TRUST COSMETICS LIMITED

Position: **BEAUTY ADVISOR** **Sept 2018 – Oct 2020**

Duties:

1. Advising customers on the best choice of product
2. ensuring sales are made and customers are satisfied

EURO FASHION LIMITED (MANGO) May - Aug 2018

Position: **SALES REPRESENTATIVE**

Duties:

1. Taking stock of goods.
2. Selling, pricing, tagging, alarming of items up for sale.
3. Ensuring sales are made and customers are satisfied

TM GAMING NETWORK (ACCESSBET) Jan - April 2018

Position: **CUSTOMER CARE REPRESENTATIVE**

Duties:

1. Attending to Incoming Calls
2. Attending to Customer Complain

FEDERAL MINISTRY OF PETROLEUM RESOURCES, ABUJA (NYSC) Jan – Dec 2017

Position: **OFFICE ASSISTANT**

Duties:

1. Taking down the details of incoming and out-going files and mails.
2. Dispatching letters and files to the different offices and department
3. Taking down minutes during department meetings.

PROFESSIONAL CERTIFICATE COURSE/TRAINING

- **HSE - SAFETY SUPERVISION AND LEADERSHIP CERTIFICATE**

SKILLS EDGE NIGERIAN LIMITED

2017

Hazard Identification, Analysis and Correction, Safety Supervision and Inspection, Accident Investigation, Risk Assessment, First Aid and CPR, Fire Prevention Plan and Use of fire extinguisher.

- **PROJECT MANAGEMENT PROFESSIONAL (PMP)**

SKILLS EDGE NIGERIAN LIMITED

2017

Strategic program management, governance, stakeholder management

- **CUSTOMER SERVICE AND RELATIONSHIP MANAGEMENT (CSRM)**

SKILLS EDGE NIGERIAN LIMITED

2017

Customer friendly approach, professional qualities in customer service, telephone etiquette, communicating with unsatisfied customer, dos and don'ts of customer service.

- **COVID-19 CONTACT TRACING**

JOHN HOPKINS UNIVERSITY

2020

1. How to trace and identify those with COVID-19 and those that were in contact with a patient.
2. How to prevent and stop the spread of Covid-19

STRENGTH AND SKILLS

- Strongly Analytical
- Strong Commitment to Learning and personal development
- Excellent Communication and Interpersonal skills.

HOBBIES: Listening to good music, playing scrabble, chess, reading educative and informative books and materials.

REFEREES:

Mr. Jerry Tukura

Mr. Joseph Nsaka

Manager
Perfect Trust Cosmetics
Abuja.
Tel: 08037051213

Director
Joy of Heaven Int'l
Benin-City
Tel: 08059530580