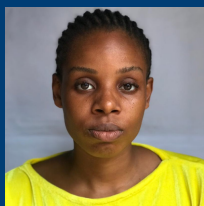


## NNEJI PRECIOUS ADACHUKWU



### Contact

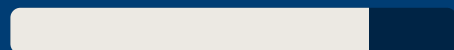
@ nnejiprecious97@gmail.com

09014328755, 08111639181

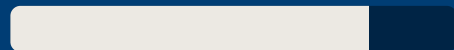
20,Ahmed Baku Close, Morogbo, Lagos

### Skills

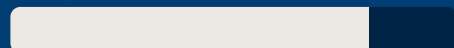
Communication 80%



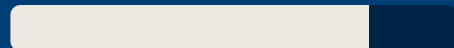
Ability to maintain composure under pressure 80%



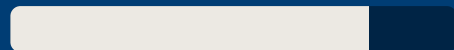
Ability to work in a team and alone 80%



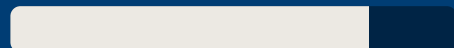
Problem Solving Ability 80%



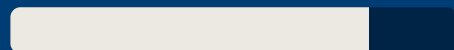
Responsibility 80%



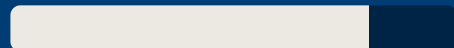
Decision making 80%



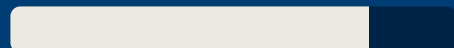
Interpersonal Skills 80%



Good observation skills and a willingness to learn 80%



Writing and Verbal Communication 80%



### Professional Qualifications

HSE Level 1,2& 3 Certification

### Languages

English

### PROFESSIONAL SUMMARY

I am a goal oriented, self motivated and innovative person, who is skilled in client relation and administrative routines. I possess excellent Communication skills In both written and spoken English.

### EXPERIENCE

#### Agbara Estate Limited Security Services Agbara Ogun State

October

Assistant Administrative Personnel (NYSC)

2022 -

Take documentation of Artisans and materials

June 2023

Clearing obstructions on any part of the estate

Assist in designing and producing ID cards for operatives

Collection of toll rates

Assist in stock count

Assist in collection and collation of data

#### Philadelphia School, Lusada Ogun State

September

Educator/Instructor

2022 -

Instruct pupils in a variety of subjects and reach them with engaging lesson plans

October  
2022

Planned and implemented educational activities and events

Deliver personalized instruction to each student by encouraging interactive learning

Prepared and distribute periodic progress report and term report cards

#### Agbani General Hospital, Enugu State

January

Department of Tuberculosis (Intern)

2021 -

Conducting tests on TB patients

June 2021

Admonishing TB patients

Issuing of drugs to TB patients

Documentation of drugs issued to TB patients per day

Documentation of TB patients per day

Hausa	<b>Okoh Gas Nigeria Limited, Abakaliki Ebonyi State</b>	2014 -
Igbo	Secretary/Sales Personnel	2017
Interests	Managed large amounts of incoming phone calls	
Reading	Build sustainable relationship and trust with customer accounts through open and interactive communication	
Travelling and Mentoring	Followed communication procedures, guidelines and policies	
Problem Solving	Provide accurate, valid and complete information by using the right methods	
	Interacts directly with customers respectfully, politely and diplomatically	
	Ensured that customers are satisfied and adequately taken care of while making a purchase	
	Identifying customer needs, pitching relevant products and services as well as ensuring they have a positive experience from start to finish	
	Handled customers complains professionally	
	Provided appropriate solutions and alternatives to issues raised by customers within time limits to ensure resolution	
	Kept records of customer interactions, process customer accounts and file documentation	
	Documented and filed invoices, waybills and receipts properly	
	Took the extra mile to engage customers of Personal Protective Equipment (PPE)	
<hr/>		
<b>EDUCATION</b>		
	<b>Enugu State University Of Science and Technology</b>	2021
	Bachelor of Science Applied Biology and Biotechnology	
	<b>Golden Gate Academy, Ezza, Ebonyi State</b>	2015
	Senior Secondary School Leaving Certificate	
<hr/>		
<b>REFERENCE</b>		
Available on request -		