

CURRICULUM VITAE

**PERSONAL INFORMATION:**

NAME: Abah Ewomazino Susan.

DATE OF BIRTH: 2nd July, 1986

SEX: Female

NATIONALITY: Nigeria

LANGUAGE: English, Yoruba, Isoko

TEL: +971509305207, +234703201873

EMAIL: [ewomazinougha@yahoo.com](mailto:ewomazinougha@yahoo.com), omajehovah@gmail.com

VISA STATUS: UAE resident.

**OBJECTIVE:**

I am a highly competent, self-motivated, proactive, and enthusiastic lady looking to add value to a team of a busy office or organization by providing efficient and proficient administrative trustworthy assistant to managers and colleagues.

Skilled at providing appropriate innovational ideologies for problem solutions and business/work progression. I am approachable, cordial, presentable, a good listener and open to constructive feedbacks.

I look forward to working with an Organization that offers genuine opportunity for advance and career progression.

**PERSONAL ATTRIBUTE AND SKILLS:**

* Excellent communicator, organizational and analytic skills.
* Ability to maintain confidentiality.
* Ability to work using Microsoft Excel, word, power point and outlook.
* Poised, dependable, confident and productive under pressure.
* Good listener, team player and open to corrective advice.
* Ability to adapt and learn fast.
* Well spoken with professional demeanor at all times.
* Utmost customer care service/relation.

OTHER ACADEMIC QUALIFICATIONS :

**NATIONAL OPEN UNIVERSITY, NIGERIA;**

**Course**  - Co-operative Management Bsc.

**SAINT JOSEPH SECONDARY SCHOOL, MANGORO - IKEJA, LAGOS, NIGERIA**;

**Qualification** – High school graduate.

West African School Certificate Examination (WAEC) 2003/2004

**APTECH COMPUTER EDUCATION;**

**Qualification** - Computer Programming In System Management (CPISM) - December 2009

**ESTALAX PRIMARY SCHOOL, IKEJA – LAGOS;**

**Qualification –** First School Leaving Certificate 1998.

**WORK EXPERIENCE:**

2007-2009

RED SKY EVENT.

9, Lanre Aweleko Gbagada, Lagos - Nigeria.

**POST HELD:** Sales Representative

**RESPONSIBILITIES:**

* Enlightening Customers About Product
* Representing and making sales for the company
* Ensuring customers are well attended to, and feel relaxed

2011-2012

Beauty secrets, Lagos – Nigeria.

**POST HELD**: Marketer

**RESPONSIBILITIES:**

* Ensuring Timely Delivery
* Developing The Marketing Strategies
* Improving the image of the product**:**

**REFERENCES:**

Available upon request.

