

# CHIEJINA CHUKWUDUMEBI UJUWA

COUNSELLING | SALES & MARKETING | CUSTOMER SERVICE | ADMINISTRATION | MANAGEMENT  
| HUMAN RESOURCES |

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## PROFESSIONAL SUMMARY

Uju is an experienced and fully qualified counsellor, Customer Service, Human Resource and Administrative expert, A graduate of the prestigious Delta State University with a Degree in Guidance and Counselling, with core training from Smiles Telecommunication, Fotofast, Army Day Secondary School and Delta State University Health Centre in Customer service, management, human resources, counselling, and administration who is efficient thorough and passionate about delivering the best level of services to my clients. As a driven individual who wants to progress, she is now looking for a suitable job opportunities.

## KEY SKILL SET

- Flexible
- Strong Communication Skills
- Interpersonal Skill
- High Emotional Intelligence
- Flexibility/ Result-driven
- Documentation and Reporting.
- Strategic Thinking & Goal Focused
- Skillful in practical
- Interpersonal Skills/Work Ethics
- Microsoft Word Package
- Adaptability/ Self-Motivated
- Leadership Proficiency

## WORK EXPERIENCE

### Self Employed, Port Harcourt Rivers State

2014 – Till Date

#### Key Responsibilities:

Deal on sale of cosmetics, food stuff and jewelries

### Smiles Telecommunication Plc, Port Harcourt Rivers State

2016

#### Marketer

#### Key Responsibilities:

- Sell telecommunications products and services to both individuals and companies
- Build market position by locating, developing, defining, negotiating, and closing business relationships.
- Leverage the CRM system to develop prospecting and sales strategy that ensures high activity and effective closing ratios.
- Define personal and corporate revenue objectives.

### Fotofast, Port Harcourt Rivers State

2016

#### Recruitment Executive

#### Key Responsibilities:

- Assisted in the recruitment process and interviews for Fotofast group.
- Ensuring seamless process from communicating with the candidates to arranging venue and materials needed by the executive.

### Army Day Secondary School, Bori Camp, Port Harcourt Rivers State.

2013 - 2014

### National Youth Service Corps.

#### School Counselling.

#### Key Responsibilities:

- Listen to students' concerns about academic, emotional or social problems.
- Help students process their problems and plan goals and action.

- Mediate conflict between students and teachers.
- Improve parent/teacher relationships.
- Work on academic boards to improve learning conditions.

**Delta State University Health Centre, Abraka Delta State  
Training Counsellor.**

2011-2011

**Key Responsibilities:**

- Agreeing with them what will be discussed
- Encouraging them to talk about their feelings
- Listening carefully, asking questions and checking that you understand a client's situation
- Empathising with the client's issues, but challenging them when necessary
- Helping clients to see things more clearly or in a different way.

**Great Beginning Nursery & Primary School, Abraka Delta State**

2010-2010

**Social Studies Subject Teacher.**

**Key Responsibilities:**

- Develops clear and appropriate lesson plans and identifies instructional materials on a weekly basis
- Instructs students in citizenship and basic subject matter as specified in state laws, regulations and District policies.
- Selects designs and organizes objectives, strategies and materials for teaching social studies, and incorporates research findings in the instructional program.
- Evaluates students' academic and social growth, keeps appropriate records, prepares student progress reports, and provides accurate and constructive feedback to students and parents. (as necessary).

**Accomplishments**

- Organized and coordinated class lessons in social studies, midterm tests, end of session examination.
- Organized and coordinated counselling sessions for students on weekly basis.
- Over 90% profits were achieved between November 2014 – October 2015 on the sale of female jewelries and cosmetics.

## PROFESSIONAL TRAINING

- **Skyline Computer Training Centre, Elekahia Port Harcourt, Rivers State.**  
MS Word, Access, Excel, CorelDraw, PowerPoint.  
Diploma in General Computer Application.

## EDUCATIONAL QUALIFICATION

**National Youth Service Corps (NYSC) 2013 - 2014.**

(Peer Educator Trainer).

**Delta State University, Baraka Delta State.**

2008 - 2012.

Bachelor's in Guidance and Counselling, (B.Sc. Ed Hons)

**The Fountain Comprehensive Secondary School, Ota Ogun State**

2000 - 2007.

Senior Secondary School Examination (SSCE).

**Mercy Evelyn Nursery and Primary School, Surulere, Lagos State.**

1991 - 1999.

First School Leaving Certificate(FSLC)

## PROFILE DETAILS

**Sex:** Female.  
**Marital Status:** Married  
**Location:** Rivers Port Harcourt  
**Nationality:** Nigerian

## HOBBIES

- Reading
- Personal Development
- Socializing

## REFEREE

AVAILABLE ON REQUEST