

ORUKPE GIFT OSEREME

30A Kanganyika crescent, Crown estate, Ajah
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08034220816

Personal Statement

A high-spirited person with solid work ethics and team work. Looking forward to serving in a challenging organization which emphasize on teamwork, analytical thinking and sound communication skills.

Professional Skills

- Good communication with verbal and written skills
- Leadership and time management
- Teamwork and collaboration
- Problem-solving skills and critical thinking
- Commitment and desire to learn
- Basic computer proficiency (Ms Word, Power point, excel, Corel draw)

Personal Data

DATE OF BIRTH: 11th March 2000
SEX: Female
MARITAL STATUS: Single

Education

Yaba College of Technology, Yaba-Lagos 2021
National Diploma (ND) Public Administration

Employment History

ZION PLACE INTERNATIONAL SCHOOL, IJEGUN -IJAGEMO LAGOS STATE
Secretary 2019 – 2020

- Typing of the examination questions and other letters.
- Attending to daily inquiries, processing their request and resolving their complaints.
- Welcomes school visitors and provides directions around the building as needed
- Handles day to day clerical needs required by the school

HOMEMADE BY EDEN

Order Fulfillment Officer March 2023 to July 2024

- To maintain plating guidelines by ensuring minimal spillage, temperature management
- Sort packaged meals for seamless dispatch
- Dispatch meals to logistics partners
- Maintain deliver times, by ensuring fast meal plate, package and dispatch time

REFEREES

Will be provided upon request

