

AZUNDA CHIMELEM ESTHER

CONTACT

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ADDRESS

Freedom Street off Y-junction Rumuagholu, Sars Road, Port Harcourt

SUMMARY

Results-driven administrative professional with experience in customer service, sales, and administration. Proven ability to work effectively in fast-paced environments, with excellent communication, organizational, and digital skills.

EDUCATIONAL BACKGROUND

- First School Leaving Certificate (FSLC), Brainstar Educational Center
- Senior School Certificate Examination, Community Secondary School (CSS) Okoro-nu-Odu
- National Diploma (ND), Imo State Polytechnic
- Higher National Diploma (HND), Imo State Polytechnic
- National Youth Service Corp

WORK EXPERIENCE

ADMINISTRATIVE/CUSTOMER SERVICE ROLE, SUNDRY FOOD LIMITED (2019)

- Provided exceptional customer service, resolving issues and ensuring customer satisfaction.
- Demonstrated adaptability, teamwork, and organizational skills in a fast-paced environment.

CUSTOMER SERVICE/ ADMINISTRATIVE REPRESENTATIVE, CARLCARE (2022)

- Utilized strong communication skills to promote products and services.
- Collaborated with colleagues to achieve sales targets and improve customer engagement.

SALES/ADMINISTRATIVE AGENT, NIMBLE PROPERTIES (2023)

- Developed and implemented effective sales strategies, driving revenue growth.
- Built and maintained strong client relationships, ensuring customer satisfaction.

ADMINISTRATIVE SKILLS

- Digital tools: Microsoft Office Suite (Word, Excel, PowerPoint), Google Suite, Email management
- Customer service and support
- Scheduling and calendar management
- Data entry and management
- Time management and organization
- Record-keeping and filing
- Event planning and coordination

REFERENCES

Available upon request