

PERSONAL INFORMATION

MILLICENT ATALAKPA(F)

(2 years experience)

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Contact No.: +234 703 040 9972, 2349026513249

PROFESSIONAL PROFILE

I have Vast knowledge on human relations and customer relationships.

Well-trained in handling difficult clients.

Skilled in sales and marketing.

Resourceful young professional sales executive.

Highly efficient in customer service and customer-relationship.

Determined, decisive and consistent in achieving goals.

Result-driven, logical and methodical in approach to achieving tasks and objectives.

Highly skilled in managing human and material resources.

Concrete leadership spirit.

Can work perfectly under pressure to meet deadlines.

PROFESSIONAL SKILLS

- MS Word and Excel
- Customers relationship management skill
- Time Management Skill
- Excellent Communication Skill
- Risk Management Skill
- Problem-Solving Skill

WORK EXPERIENCE

GRACELAND COLLEGE, EJIGBO (NYSC) Aug 2023 – July 2024

Position: Subject teacher

- Preparation of teaching aids and materials for students learning.
- Teaching and assessment of students in academic subjects.
- Teaching a class of science students in Chemistry and Physics.
- Teaching a class of senior secondary school students in Economics.
- Teaching different classes ranging from junior to senior secondary school students.

GOLDEN TULIP HOTEL, EDO STATE. December 2021 – May 2023

Position: Customer Service Representative.

- Provision of efficient customer care service to the customers and clients.
- Built a sound and strong customer relationship.
- Prioritized customer’s convenience and satisfaction.
- Dedicated to delivering quality and improving the company’s productivity.

PROFESSIONAL TRAINING & CERTIFICATION

NYSC ENTREPRENEURSHIP

- Entrepreneurship Training Participant

EDUCATION & QUALIFICATIONS

FEDERAL POLYTECHNIC AUCHI, EDO STATE 2021 - 2023

- Upper credit (HND) in Microbiology

EWOHIMI SECONDARY SCHOOL, EWOHIMI, EDO STATE 2008 - 2013

- West African Examination Council (WAEC)

LANGUAGE PROFICIENCY

High proficiency in English