

CHIDINMA ERENGAKA

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☎ 07068505659

📅 Enter date

🇳🇬 Nigeria

👤 single

in Erengaka Chidinma

Summary

- A graduate of economics with excellent interpersonal skills, including strong consultative and persuasive skills.
- exhibiting strong journalism skills in editing, writing and choosing content.
- Excellent communication skills including ability to collaborate on shoots and in post with enthusiasm and positive attitude.
- Proven skills that enhance teamwork and alignment of goals.
- Excellent written /verbal communication skills able to convey creative concepts to team members.
- Mac-savvy skill set with exceptional skills in Adobe Creative Suite.

Languages

- English
- French

Education

- | | |
|------------------------------|--|
| 01/2011 – 11/2015 Nigeria | • Bachelor's Degree in Education Economics , <i>University of Nigeria, Nsukka</i> , |
| 2004 – 2010 Nigeria | • Senior Secondary Certificate Examination(SSCE) , <i>Mother of Mercy Convent, Secondary School, Umunakanu, Owerri, Imo State, Nigeria</i> |

Certificates

- | | |
|---|--|
| • Project Management Certificate (2017) Level 1 | • Certificate of National Service, Cert. No.:A003533674(2017) National Youth Service Corps |
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Professional Experience

- | | |
|-------------|--|
| 2018 – 2019 | Operations Officer/Secretary, VEROSTING NIGERIA LIMITED Duties/Responsibilities: <ul style="list-style-type: none">• Receive business visitors• File documents invoices/Receipts• Make orders of office supplies/ take stock of office supplies• Handle the Company's correspondences |
|-------------|--|

2016 – 2017

Economics Teacher, *McIntrie Commercial Secondary School, Abak, Akwa Ibom State*

Duties/Responsibilities:

- Prepare and deliver lectures to students
- Initiate, facilitate and moderate classroom discussions
- Evaluate and grade students' class work and assignments
- Maintain student attendance records, grades and other required records
- Plan, evaluate and revise subject content and subject materials and methods of instruction
- Compile, administer and grade examinations
- Maintain regular scheduled office hours in order to advise and assist students
- Advise students on academic and vocational curricula and on career issues.

2015 – 05/2016

Nigeria

Business Development Executive, *MACIRA REAL HH COMPANY LIMITED*

Key Responsibilities:

- Work hard towards consistently achieving and exceeding monthly sales target to ensure accomplishment of the overall company's target
- Actively prospect and acquire new accounts
- Producing innovative ideas and sales strategies to meet objectives
- Develop and increase business by following up on potential leads with face to face presentation and meetings with clients and providing them the utmost customer service
- Ensure that the key accounts are effectively managed.

02/2022 – present

Lagos, Nigeria

Administrative Officer, *Overland Airways Limited*

Maintains and updates company databases

Organizes a filing system for important and confidential company documents

Answer queries by employees and clients

Updates office policies as needed

Maintains a company calendar and schedule appointments

Book meeting rooms as required

Distribute and store correspondence (e.g. letters, emails and packages)

Prepare reports and presentations with statistical data, as assigned

Arrange travel and accommodations

Schedule in-house and external events

Requirements and skills

Skills

Excellent communication and listening skills



• Mac-savvy skill set with exceptional skills in Canvas and Adobe Creative Suite, Microsoft Office



Strong Ms Word Ms Excel skills



• Excellent Administrative Skills



• Customer Relationship Management Skills



Outstanding organization and planning skills



Organisations

Nigeria

Rotary international, *Vocational Service Director*

Declaration

Interests

- Travelling, Reading, and purposeful Internet surfing
- Research/ networking / meeting people/ community service