

OGOBIRI BENITA EBITARE

Email: benitaogobiri799@gmail.com

Mobile: +2349029749583, +2348146576481

LinkedIn: <https://www.linkedin.com/in/benita-ogobiri-92b814308>

PROFESSIONAL PROFILE

I'm an enthusiastic and detailed-oriented entry level professional with a Bachelor's degree in History and Diplomatic Studies, complemented by hands-on experience as a Sales Representative. Adept at customer service, sales management, and administrative functions, I bring strong analytical skills, creativity and proactive approach to problem solving. Seeking opportunities in HR, Administrative, customer service and business development roles to leverage my educational background, certifications, and, skills and practical experience.

PROFESSIONAL EXPERIENCE

NATIONAL YOUTH SERVICE CORPS(NYSC)

APR 2023 – APR 2024

Phina Green International School, Asaba, Delta State.

Social Studies Teacher

- Recorded students' scores and daily attendance
- Listened to parents complains and suggestions.
- Taught and updated lesson notes according to the current scheme by ministry of education, Delta State.
- Handles extra-curricular activities.
- Scored and recorded students' general performance at the end of the school term.

Great Favour Enterprise

2018 - 2022

Sales Representative and Cashier

- Attending to customers.
- Handling customer's complaints.
- Handling and recording the entry and exit of goods.
- Recording and balancing on invoice.
- Recording of sales made and calculating effectively the capital and profits made.

EDUCATION

Niger Delta University

2017 - 2021

Bachelor of Arts (B.A) in History and Diplomatic Studies.

Class of Degree: Second Class (3.52; Upper Division)

Unibek of College of Science and Technical Education

2011 – 2017

Covenant Child Nursery and Primary School

2008 – 2011

CERTIFICATIONS

- Diploma in Human Resources(HR), CERTNO:1678-36398018
- Alison Online Training and Certificate Course
- Certificate of completed computer training course under Golden Globe computer center.
- Diploma in Customer Service: In view.

SKILLS

- Strong analytical and problem-solving skills.
- Excellent customer service and communication abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiar with HR management practices and principles.
- Ability to work effectively in a team.

HOBBIES

- Writing.
- Reading.
- Dancing.
- Travelling.

REFEREE

To be provided upon request.