

AIGBOGUN, Anita Esoghe

+234-8064982232

Email address: anitaaigbogun1@gmail.com

PERSONAL PROFILE

Result Oriented, resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding office administrations and procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning, and organizing a wide range of administrative activities.

Seeking a role where my existing skills and qualifications will add value from the outset with opportunities for personal and professional growth.

AREA OF EXPERTISE

- Customer Relations
- Administrative & Procurement Operations
- Inventory Management
- Microsoft Office suite

EDUCATION QUALIFICATION

- **BSc. Public Administration–** (In-view)
National Open University of Nigeria (NOUN)
- **Senior Secondary Certificate Examination (SSCE)** June 2010
Lagos State Model College Kankon, Badagry

PROFESSIONAL TRAINING AND CERTIFICATIONS

- 2021 Communication Foundation *LinkedIn*
- 2018 Designing and Delivering Great Customer Experience *LinkedIn*
- 2015 Diploma in Customer service *Alison*
- 2015 Diploma in Human Resources *Alison*
- 2015 Diploma in Psychology *Alison*

WORK EXPERIENCE

January 2021 - Present

Production and Inventory Officer (On secondment)
Palette Business Solutions Limited

- Continuously manage, receive, and dispatch goods as well as track and maintain stock levels and inventory within the organization.
- Work with vendors to ensure materials needed for production are available or delivered as at when due.
- Work with colleagues with the production of products for sale, this involves sorting of licenses, packaging and deliveries.
- Keep track of all products at the head office and other branches to ensure availability of products for sale.
- Maintain a record of invoices, waybills and credit notes of products sold or returned by customers as well as products transferred within branches.
- Engage in monthly stock taking of all company products at the head office, branches and warehouse.
- Provide a daily report to the head of the department of products we have in-stock as well as sold at the head office and other branches at the close of business.

July 2014 – December 2020

**Receptionist/Admin Officer
Palette Business Solutions Limited**

- Greet and welcome guests as soon as they arrive at the reception.
- Attend to enquiries professionally about the company and our products/services to ensure best practice- customer service delivery to internal and external clients in accordance with company policies via the telephone and walk-in customers.
- Taking down messages and ensuring they are passed to the appropriate staff member on a timely basis.
- Making sure the reception and meeting room are always tidy and presentable.
- Receive, sort and coordinate the distribution of daily mails to their respective offices.
- Handle schedule meetings and appointments for staff, providing immediate confirmation or rejection of request as applicable.

October 2013 – June 2014

**Teacher (Nursery School)
Ibikunle Alakija Memorial School**

- Develop scheme of work, lesson plans and test that are in accordance with established procedures.
- Develop and maintain a constructive and ongoing rapport with children, parents, teachers and teaching assistants.
- Create activities that are fun and educational for the children.
- Manage day to day classroom activities, including structured lessons, free play, lunch time, toilet breaks and rest time for the students.
- Ensuring assessments and exams are conducted as at when due.
- Ensuring the curriculum for each term is well covered.
- Use of wide variety of teaching resources such as flashcards and interactive white boards to aid learning.

- Utilizing classroom management techniques to improve the efficiency and effectiveness of lessons.

December 2011 –September 2013

**Secretary to the Head of School
Gracious Nursery and Primary School**

- Welcoming guests, replying to their queries and directing them to suitable school personnel.
- Organizing and servicing meetings.
- Typing, preparing and collating various documents as requested by the proprietor.
- Maintain a proper document filing system for easy access of various documentations in the office.
- Producing agendas and taking minutes of PTA and staff meetings.
- Sending out memo/emails to parents as instructed by the proprietor.
- Keeping a check on the inventory of school materials and normal office supplies.

TECHNICAL SKILLS & STRENGTHS

- Analytical Skills
- Problem Solving skills (Innovativeness and Creativity)
- Good Interpersonal, Negotiation and Communication Skills
- Good Customer Relations
- Administrative & Procurement Operations
- Proficient use of Odoo Inventory Application
- Microsoft Office suite

PERSONAL DETAILS

- **Date of birth:** 4th February
- **State of Origin:** Edo State
- **Marital Status:** Single

LANGUAGES

English, Bini and Yoruba.

REFERENCES

- **Mrs. Chioma Ibeakuzie** **Palette Business Solutions Limited**
Head, Sales (Enterprise and Retail Solutions)
- **Mr. Olaoluwa Odefunsho** **Doculand Business Solutions Limited**
Group Head, Human Resource