

OHANSON Pamela Adaugo

Contact

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Bio

Date of Birth: 4 March 1994
Gender: Female
State of Origin: Imo State

Profile Summary

Pamela is a Skilled professional with unsurpassed critical thinking, strategic planning and interpersonal skills. Proficient at cultivating productive industry relationship to advance corporate goals. With over four years of progressive responsible experience in office administration, customer support, organizational development and economic research & financial analysis.

With a profound team spirit, excellent communication skills, leadership, problem solving and critical thinking, she has provided professional expertise in economics support for capital investment decision analysis, and worked with diverse and high performing teams of professionals as well as outsourced service providers.

Professional Competencies

Proficient in the use of MS office applications like Word, PPT Excel, and sundry data analysis and research tools. Other technical skills include:

- Data analysis and interpretation
- Micro and macroeconomic data analysis and research.
- Economic Forecasting and modeling
- Report generation & presentations
- Documentation
- Key relationship management
- Project coordination and management
- Technical support
- Leadership

Education and Professional Development	Dansol High School Senior Secondary School Certificate	2009
	Babcock University, Ogun State B.Sc. Economics (Second class Upper 2.1)	2014
	Poise Graduate Finishing Academy (Employability Skills Certificate)	2014
	Project Management Professional Training	2016

Professional Work Experience	CrusaderSterling Pensions Limited - Nigeria	March 2017- Date
	Head Customer Service, Procurement & Admin (Senior Supervisor Northern Region)	
	<p>Responsibilities includes:</p> <p>Providing high quality support services to all internal and external customers at point of contact; responsible for cross-selling and offering value added solutions to customers; promoting brand loyalty and harmonious relationships; managing information and data for feedback and enhanced service delivery; providing viable solutions and meritoriously resolving issues; general procurement for the northern region.</p> <p>General branch administration.</p> <p>Coordinate branch & regional activities; Manage finance for the region.</p> <p>Achievements/ Recognitions</p> <ul style="list-style-type: none"> • CrusaderSterling Pensions 2017 Staff of the year (devoted to customers). 	
	MARQUIS CONCIERGE - Nigeria	Aug. 2016- Feb. 2017
	Project Manager & Management Consultant	
<p>Responsibilities included:</p> <p>Provided oversight and leadership in executing projects from planning to completion; Business Development, acquisitions and Divestitures; Portfolio rationalization of company assets, provided advice about strategic and operational issues; Negotiating investments and acquisitions of assets that provided complementary fit to existing portfolio.</p>		
ANABEL GROUP - Nigeria	Dec, 2015- July 2016	

Senior Business Development Executive	
Responsibilities included: Providing technical leadership and team management, Identifying business leads, pitch services to new clients and maintain a good working relationship with new and existing clients; workshops and events management; and deposit policy administration	
CONSULATE OF BELIZE - Nigeria	Jan. 2015 – Nov. 2015
Executive Assistant to The Consular General	
Responsibilities included: Provided Communications and information management services; Visa processing; internal and external correspondence management	
ENTERPRISE CREATIVE & OUTSOURCE MEDIA - Nigeria	July 2014 – Dec. 2014
Operations Officer (Graduate Trainee)	
Responsibilities included: Financial accounting and management; Planning / organizing events; Resolving customer problems; oversight and regulations of financial transactions.	
HP Service Centre	May 2013 – Sep. 2013
Customer Service Assistant (internship)	
Responsibilities included: Providing quality customer support services; professionally managing customer issue, complains promptly from start to finish while ensuring customer satisfaction, escalating when necessary; cross selling of new products; inventory management and sundry delegated duties.	
VICTOR NWANERI CHAMBERS	May 2011-Sep. 2011
Clerical Assistant (Internship)	

	<p>Responsibilities included:</p> <p>Document management and filing; clerical duties; office support and auxiliary delegated duties.</p>
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Referees

Available on request.