

OLISEH URHUARHO SARAH

No 4 Chief Chris Okolie Street,
Okpanam, Asaba,
Delta State.

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Mobile: 08037433571, 08123675304

Sex: Female
Date of Birth: December 20th 1980
Marital Status: Married
Maiden Name: Otomi Urhwarho Sarah
Nationality: Nigerian
State of Origin: Delta
Local Government Of Origin: Ughelli North

EDUCATIONAL QUALIFICATIONS AND INSTITUTIONS ATTENDED WITH DATES:

B.SC Ed (Health Education),
University of Benin, Benin city,
Edo State.

Nov.2002 - Sept.2005

N.C.E (Biology/Chemistry)
Agbor, Delta State.

Oct.1998 - Nov.2002

W.A.S.C (O level),
Ekosodin Secondary School,
Ekosodin, Benin-city, Edo State.

Sept.1990 - May 1995

OTHER QUALIFICATIONS:

Selling Skills Training,
C & I Outsourcing
Warri, Delta State.

July 2015

Sales & Marketing Training,
Diamond Bank Plc, Benin-Regional Office,

Sept. 2014

Benin City, Edo State.

Shares Automated Fares and Ticketing Course,
Air Nigeria, Etiebetes Place, Ikeja- Lagos.

April 2008

Customer Service Training,
Air Nigeria, Etiebetes Place, Ikeja, Lagos.

Computer literacy.

SKILLS:

- Ability to work under pressure.
- Good Customer Service.
- Good Team Player.
- Ability to work without supervision.

WORKING EXPERIENCES WITH DATES:

Diamond Bank Plc, Asaba (Sales and Marketing)

Identifying Prospects, Sales and management of Affluent, Mass Market and Diamond Business Advantage products, carrying out full Know Your Customer and Customer Due Diligence requirements, sales of credit and debit cards and other Alternate Delivery Channels, Risk assets, fixed deposit, current and savings to Individuals and Corporate Bodies, Customer Service, Arranging- Distributing-Collection of Account packages, Relationship management and calls, Deposit drive and mobilization, strategic planning and Presentations, Personal Banking Assistant, Miscellaneous Errands.

Nov.2014 - Till date.

Lumen Christi Private School, Asaba (Administrative Secretary/Personal Assistant)

Confidential Secretary, Admissions Officer, Computer Typesetting, Representative at Events, Store Keeping, Project Monitoring, Account Monitoring, Auditing, Stock Taking, Miscellaneous Errands.

Sept.2011 - Oct.2014.

Air Nigeria Abuja (Ticketing and Reservation Agent)

Cash handling, Customer Service, Making Reservations, Flight Announcer, Check-in, Preparing Flight Manifest, Preparing Ticketing Agent Report, Preparing Ticketing Sales Summary Report, Preparing Flight Packs, Stock Taking, Attending to Ticketing and Check-in Issues, Miscellaneous Errands.

Mar.2008 - Apr.2011

N.Y.S.C- Port-Harcourt (County Grammar School-Biology Teacher)

Filling of Diary for Scheme of work, Writing Lesson note and plan, Preparing Teaching aid, Teaching, Organizing and Supervising practical classes, Miscellaneous Errands.

Sep.2006 - Aug.2007

REFEREES:

Dr.C.C Obi,
Head of Department, Research and Publications,
Federal College of Education (Technical).
Asaba, Delta State.
08037119631.

Mr. Ighodje Joseph
Head of Department, Registry,
Delta State House of Assembly,
Asaba, Delta State.
08032740025.

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