

# OBIATUEGWU (Surname) OLUCHI (First name)

Female

+2348168435575, +2349020610223

✉ [oliviaoluchi79@yahoo.com](mailto:oliviaoluchi79@yahoo.com)



Road 24 extension B, Agip Housing Estate Rumueme,  
Port Harcourt, Rivers State

## CAREER OBJECTIVE

My career objective is to work towards the realization of the organizational set goals. To learn, and grow my business and organizational knowledge and to be an active member of a team that will contribute to the growth of any business organization, while maintaining a high level of professionalism.

## MY EXPERIENCE

### *Human Resources Manager and Marketing Supervisor*

#### **Destiny lottery limited**

November 1<sup>st</sup> 2015 till date.

#### **FUNCTIONS:**

- Supervising of our marketers and making sure they reconcile to their head of department and to the accountant.
- Handling of staff issues such as mediating disputes and directing of disciplinary measures.
- Taking of inventory.
- Assisting of General Manager with corporate representation and correspondence were exigencies demand.
- Building and maintaining of customer relationship.
- Marketing of tickets.
- Care of staff logistics for company street shows.
- I work alongside with the public relation officer in the area of publicity and social media.

### *Office Assistant (N.Y.S.C)*

#### **Department of water resources**

**National youth service corps (National assembly of Nigeria)**

2013-2014

#### **FUNCTIONS:**

- Cashing of cheque and other bank transactions.
- Reviewing of budgets and recommendation to Head of Department.
- Hospitality: during senatorial briefing or meeting I was part of the team to ensure that there were refreshments for all, during and after the meeting.
- Taking of inventory.

## MY EDUCATION/ QUALIFICATION

Kharkiv National University of Radio electronics (BSc in Economic cybernetics)	2009-2013
National youth service corps N.Y.S.C Certificate	2013-2014
Fibella international school WAEC & NECO	2004-2009
Scholar's international nursery and primary school F.S.L.C	1998-2003

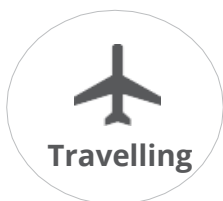
## SKILLS

- Proficiency in the use of Microsoft office suite package (Office word, Power point and Microsoft Excel)
- *Good writing and oral use of Russian language*
- Basic IT skills

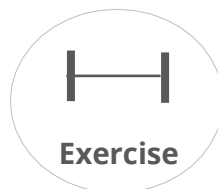
## OTHER ATTRIBUTES

- Excellent communication skill.
- Ability to work in and as a team.
- Ability to work with little or no supervision.

## INTERESTS



This helps in broadening my cultural awareness such as beliefs and core values.



Exercise is very essential to my health.

## BIO DATA

Sex: Female	Marital Status: Single	Place of Birth: Port Harcourt, Rivers State.
State of Origin: Anambra		Local Govt. Area: Nnewi South
Nationality: Nigerian		Date of Birth: 28 <sup>th</sup> August, 1992

**REFERENCES:** This will be provided upon request.