

# Helen Adiogbu

**A social scientist who is enthusiastic to find a position in the organization, reliable, meticulous, analytical and able to work as part of a team to achieve organization goals and objectives.**

UAE

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0568921231

Am Talented, experienced and proficient at collaborating with multiple stakeholders to determine audience interest, developing dynamic strategic go-to-market plans that aligns with the company's business priorities and initiatives for

\*Available to Join Immediately

Willing to relocate: Anywhere

## Work Experience

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### **Receptionist / Secretary**

Haward Technology Middle East (Training Institution) - Ajman

July 2017 to November 2018

Prepare Daily Attendance, Prepare and Handle CEO and GM appointments, monitoring surveillance equipment, Prepare Quotations, Handle Import and Export shipments, Reconcile invoices, get credit note and discount, Sort Incoming and internal Emails, send emails, Report to CEO and GM, Handle the Office Keys and Maintain neatness at reception Area including CEO and GM's Office, Receive Incoming and internal call, prepare the CEO and GM Tea, Welcome guest, Call and prepare applicants for Interview and take up other Duties as assigned.

### **Receptionist**

Al Raha Hotel Apartment - Shariah - UAE

March 2017 to June 2017

Welcome guests as they arrive at the hotel, checking guests in and out, issuing keys, taking reservations by telephone or email, preparing bills and dealing with payments. Input guest information on CID System, Update Baladiya System, provide guests with information, answer their queries and deal with complaints, Supervise house keeping team and other duties assigned.

### **Broker (Sales/Business Development Executive)**

Bottled Wealth/Real Estate investment - Menara Maxis Kuala Lumpur, Malaysia

December 2013 to January 2017

Sales & Marketing, Telemarketing/Direct marketing, Face to Face presentations, Sales, cold calling, Sending emails, leads generation, Follow up old clients contacting prospective clients, convince client to buy investments. Analyzing company's financial statements, Making clients feel comfortable enough to trust you with their finances, organizing meetings, Open and maintain customer accounts by recording account information, Resolve product or service problems by clarifying the customer's complaint; determining problem cause, selecting and explaining best solution to solve the problem, expediting

correction or adjustment, following up, Report to General Manager of Sales and Marketing and Other Ad hoc tasks

### **Sales/Business Development Executive (Supervisor)**

African Alliance Insurance Company - Abuja  
November 2009 to November 2013

Tele/Direct sales and marketing, Presentations, cold calling, Composing and Sending emails, Contacting, Arranging and Organizing meetings with Prospective Clients, Introducing and Selling Insurance Policies. Training and supervising of New employees

### **Secretary/Front Office Receptionist/Sales**

Duniya Travel Agencies - Abuja, Nigeria  
September 2007 to September 2009

Answering and directing calls, Filing, gathering information by phone, letters, email or in person, sorting Company Emails, Reconciliation of Invoices, Recording and updating databases, Photocopying, printing, CEOs travel arrangement, hotel and flight booking, prepare CEOs appointment, prepare Shipment Quotations, schedule pick up, tracking and update shipment monitoring sheets, visit sites, meet with site Supervisors, and take action to correct any problems, ensure clients satisfaction. represent the Organization with excellent customer service, Report to CEO and undertakes other duties as may be delegated

### **Cashier / Saleslady**

China Discount Center - Dubai  
July 2005 to July 2007

Receive payments, ensuring all financial regulations are adhered to, Enhance sales, Receive Payments, Take responsibility for cash received, Cash reconciliation at end of shift, record keeping, represent the Organization with excellent customer service, and undertakes other duties as may be delegated

### **Receptionist/Cashier**

Agura Hotels and Resort - Abuja - Nigeria  
April 2002 to May 2005

Welcome guests as they arrive at the hotel, checking guests in and out, issuing keys, taking reservations by telephone or email, preparing bills and dealing with payments. Input guest information in system, Update Baladiya System, provide guests with information, answer their queries and deal with complaints, Supervise house keeping team and other duties assigned.

## **Education**

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### **B.Sc. in Accounting**

University of Abuja, Nigeria - Abuja

## **Skills**

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GOOGLE OFFICE APPLICATIONS, MICROSOFT WORD, MICROSOFT EXCEL, POWERPOINT (5 years)

## Groups

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### **Mentorme Cooperative Society**

June 2014 to Present

Co-founder of "Mentor me" Cooperative Society, A group of people coming together to reason together as to make a better Life.

We train both women and men in different skills acquisition such as production, Interior decoration, catering, computer etc. Teaching them to be self sufficient, Especially the women

### Additional Information

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#### HIGHLIGHTS:

- Deadline-driven, Ability to Multitask, Computer Literate, can work with minimal or no Supervision, Strong negotiation and Persuasive Skill, Problem solving, Excellent written and verbal communicator, Innovative, Decisive, Customer service-oriented, Warm Presenter and Trainer, Great Interpersonal Skills, Enthusiastic Team player, a Motivator and a Go-getter.