

**IJEOMA DIMUDE**

14a Church Street (St Paul’s) Canterbury, Kent.

**Phone: +447-776761487**

**E-mail: ejaynblessing@gmail.com**

**Nationality:** Nigerian

# Profile

A creative and attentive to detail oriented individual with ability to work and Learn. I am very confident, hands-on, coordinated, and resourceful. I communicate effectively with clients/customers to ensure that their needs are met and desires achieved. I am also self-motivated, diligent and understanding with a strong dedication to caring for others.

**Personal Details**

* **Eligible to work in the UK**: Yes

# Key Qualifications

* Exceptional skill in the use of Microsoft Office Suite (Word, Excel)
* High sense of commitment, diligence and self-motivating ability.
* Good communication (oral and writing) skill.
* Highly creative, resourceful, team player and takes initiatives.
* Always ready to help
* Customer -oriented and friendly.

# Employments

**2015- 2022** **MARTHA’S HOUSE INTERIOR**

**Interior Design Projects:**

* Product and Material sourcing which includes, interior accessories, window treatments, light fittings and exterior Materials etc.
* Researched Vendors and maintained a catalogue of materials, vendors and Contractors for future projects.
* Consultation, 3D rendering for internal design review.
* Sourcing all color selection, installation of window treatments and tile selections.

**2012 -2013 AQUADRILL LIMITED**

**Lagos State, Nigeria**

**Front Desk/ Administrative Officer**

* Providing customer service
* Handling files and making sure they are well arranged and kept properly.
* Receiving phones calls.
* Other duties as assigned by the Management from time to time.

**2009 – 2012 TRLPLAW (International Commercial Lawyers)**

**Lagos State**

**Front Desk/ Receptionist**

* + Handling of tasks and providing customer service
  + Assist and support processing payroll records
  + Handing files and making sure they are well arranged and kept properly.
  + Receiving phones calls and scheduling meetings**.**
  + Keeping records of the cases coming up in court.
  + Attending to clients of the Firm.
  + Other duties as assigned by the Management from time to time.

**HOBBIES:** Charitable Works, Making New Friends, Adventures**,**

# Education and Certifications

**2022 - 2023 The University for the Creative Arts -(Current)**

MA Interior Design - Pending

**2019 National Open University Nigeria**

Bsc Mass Communication

**2012 The Maven School of Interior Decoration and Design**

3 Month Professional Course in Interior Design and Decoration

**2005 University of Jos**

Diploma in Theatre Arts

**2000 Holy Rosary College, Enugu State**

**LANGUAGES**: **Speaking Reading Writing**

English Fluent Fluent Fluent

Igbo Good Fair Fair

**REFERENCES**

1**.Mrs Eucharia Udoji**

Support Worker

+447 903716655

1. **Mr Pascal Ezennakwe**

DIRECTOR

+447 903226397

1. **Mr Oluwaseun Arogundade**

Self Employed Contractor

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