

# Bello Lilian Osomiamé

**Sex:** Female

**Date of Birth:** 10-11-1994

**Location:** Abuja (FCT), NG

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**Physical Address:** House number 2220 Affordable Estate Housing Karshi Abuja

## CAREER OBJECTIVE

I am passionate about creativity and engaging in better creative ways to achieve expected results. I will love to embark in a career in all and anything related to Business Development where it is all about big Ideas and bringing them to life.

## EXPERIENCES

### Business Development Intern

Soutech Web Consults Karu Abuja

May, 2016 - November, 2016 - (NG)

#### Responsibilities

- Training
- Business Development
- Article writing and re-writing
- Content Creation and Editing
- Customer Relation
- Data Collection

### General and Financial Secretary

KCC Moro

October, 2015 - March, 2016 - (NG)

#### Responsibilities

- Financial secretary
- Financial report design and Writing
- Secretariat Team head
- Meeting report design and writing

### Head of Secretariat

KCC OAU

January, 2015 - May, 2015 - (NG)

#### Responsibilities

- Management of staff in the unit
- Report design and writing for each meeting
- Design of each meeting agenda
- Financial secretary for the organization
- Financial reports design and writing for the organization

### Team Leader

KCC OAU

January, 2015 - May, 2015 - (NG)

#### Responsibilities

- Teaching
- Management of team members
- Recruitment of new committed members for the organization
- Daily report on team activities

## Sales Rep and cashier

Emman Bee Frozen Foods

April, 2013 - September, 2013 - (NG)

### Responsibilities

- Sales
- Inventory checks
- Book keeping

## EDUCATION

### ❖ **B.A. English Language**

Obafemi Awolowo University

February, 2012 - April, 2016 - (NG)

### ❖ **West African Secondary School Certificate**

Baptist High School Abuja

February, 2006 - August, 2011 - (NG)

### ❖ **Primary School Leaving Certificate**

Wesley Nursery and Primary School Abuja

September, 2003 - January, 2006 - (NG)

## COMPLETED CERTIFIED COURSES IN THE PUSH CV ONLINE ACADEMY

- English Grammar Test I
- Action Planning
- Leadership as a Skill
- Basic Problem Solving
- Building Assertiveness
- Verbal, Logical and Analytical Thinking
- Fundamentals of Operations Management
- Advertising and Marketing 101
- Internet Marketing Fundamentals
- Verbal and logical Reasoning Test I
- Best Social Media Practices I
- Customer Care Specialisation Test 3

## PROFICIENCIES

Advanced Computer Skills, Graphics Design Skill, Advanced Corel draw graphics design software, NCH Home design software, Smooth Draw, Word Press, Jeta logo design software, Microsoft PowerPoint, Expert Microsoft Word, Advanced Microsoft Excel.

## ASSOCIATIONS / MEMBERSHIPS

YBE (Young Black Entrepreneur), National Association of Students in English and Literary studies Alumni (NASELs), PUSH CV Elite.

## ACCOMPLISHMENTS

- Two bronze sports medals at Baptist High School 2010 Annual Inter-house sports.
- Most Informed Female in graduating set 2011 of Baptist High School Abuja.
- Certificated Event planning and management by the Young Black Entrepreneurs club since 2014.
- Successfully completed Logo Design and branding course May 2016.
- Recently designed a logo for an upcoming start-up company June 2016.
- Coordinated a 1 month Training course on Business Analysis and Intelligence August 2016 (Prepared all the materials and slides for the course).

## REFERENCES

Excellent references available upon request.