EMEM ADAHADA ANTHONIA

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PROFESSIONAL SUMMARY

Dedicated and responsible professional with experience in production and packaging, team supervision, and general operational support. Experienced in coordinating daily tasks, organising work activities, supervising team members, and ensuring smooth operations. Possesses good communication, organisational, and interpersonal skills, with a willingness to learn and contribute positively to organisational growth.

EXPERIENCE

THE PAPER PACKAGING COMPANY (TPPC)

Production & Packaging | 2022–2026

Responsibilities and Achievements

- Participated in daily production and packaging activities to support operational targets.

- Assisted in organising and coordinating daily production tasks.

- Supervised approximately 20 team members across two branches during an assigned supervisory period.

- Provided instructions to team members and monitored task completion.

- Served as a supervisor for nine months in 2025.

- Purchased office supplies, toiletries, drinking water, and other essential items to support daily operations.

MONICA'S STORE

Store Assistant | 2014–2015

- Assisted with daily store operations and assigned duties.

- Supported the organization of goods and general store activities.

- Assisted with tasks necessary for the smooth running of the store.

VOLUNTEER EXPERIENCE

- Participated in volunteer activities, contributing time and effort to support community initiatives.

- Demonstrated teamwork, responsibility, cooperation, and a willingness to assist others.

- Developed interpersonal and organizational skills through participation in volunteer activities.

EDUCATION

1. HIGHER NATIONAL DIPLOMA (HND), ESTATE MANAGEMENT

Akwa Ibom State Polytechnic, Ikot Osurua 2018 - 2021

2. NATIONAL DIPLOMA (ND), ESTATE MANAGEMENT

Akwa Ibom State Polytechnic, Ikot Osurua 2015–2017

KEY SKILLS

- Customer Service and Communication

- Team Supervision and Coordination

- Organisation and Administrative Support

- Data Entry and Computer Literacy

- Teamwork and Volunteer Support

LANGUAGES

- English
- Yoruba

PERSONAL ATTRIBUTES

- Responsible and dependable
- Willingness to learn
- Good interpersonal relationships
- Ability to work with a team

REFERENCES

Available upon request.