



Deborah Agwun-cha

Administrative Office Assistant

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Languages

- Igbo (Native)
- English (Native)
- French (Basic)

About

Adaptable and detail-oriented with strong organisational skills, I'm seeking temporary retail roles to leverage my customer service efficiency. Proficient in transactions, stock control, and maintaining store operations. Basic proficiency in Igbo, English, and French.

BRANDS WORKED WITH

Wimbledon

Experience



Office junior

Team A5 Support | Aug 2022 - Sep 2022

- Assessed 20+ resident referrals, both pre and post- accommodation; ensuring their optimum, catered care
- Assisted in drafting 20+ care and support plans for residents; developing compassion & non-judgemental attitude.
- Logged resident information in Microsoft Excel



Office administrative assistant

Team A5 Healthcare | Jul 2022 - Aug 2022

- Organised bookings for locum staff in concordant rotas; maintaining detailed administration
- Confidentially updated ~25 candidates' compliance records to ensure eligibility to work.
- Communicated with locum staff to settle schedule clashes and spontaneous unavailability.
- Handled incoming calls for staff, answering questions; took dictation and transcriptions to create written, physical records & recounts
- Created databases and Microsoft Excel spreadsheets to improve inventory management



Steward during Championships

Wimbledon | Jun 2024 - Jul 2024

- Communicated efficiently to welcome guests & ensure a quality experience.
- Managed paid luggage storages and coordinated transactions for guests.

Education & Training

2022 - 2024

Harris Academy Merton

A-Levels, Psychology, Chemistry, Biology,,