

# RESUME

## CAREER OBJECTIVE

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Seeking to work in an organization where my devotion and commitment to duty will enhance professional career and also contribute immensely to the growth and development of the organization

## PERSONAL DATA

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**Name:** HAFUAH NGOZI ESTHER  
**Data of Birth:** 5<sup>th</sup> October, 1988  
**Place of Birth:** Ogun State  
**Nationality:** Nigeria  
**Marital Status:** Single  
**Sex:** Female  
**P.O. Box:** Nigerian Postal Service, Sapon Abeokuta C/O Mrs. L.I. Hafuah  
**Language:** Igbo and Yoruba  
**Address:** No 9, Olusola Street, Olopomewa, Eleyele Ibadan.  
**Phone:** 07035394696, 08035328644  
**Email:** [ngoexpress4sucess@gmail.com](mailto:ngoexpress4sucess@gmail.com)

## EDUCATIONAL BACKGROUND

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- I) Institution Attended with Dates**
- Federal University of Agriculture, Abeokuta 2014-2016
  - Our saviour institute of science and Technology, Enugu 2009-2011
  - University of Benin, Benin City 2005-2007
  - Abeokuta Girls Grammar School, Abeokuta 1999-2002

**(II) EDUCATIONAL QUALIFICATIONS OBTAINED WITH DATES**

- Post Graduate Diploma in Biological Science 2016
- Higher National Diploma in SLT 2013
- Diploma in Food and Breweries Science 2007
- Senior School Certificate (SSC) 2002

## WORK EXPERIENCE

**Mirage Nigeria Limited:** Enugu

January 1, 2008- Nov. 2013

**Position:** Receptionist

**Job Description:**

- Negotiating with customers
- Fully in charge of administration
- Keeping records of sales and daily activities
- General office maintenance practice to ensure smooth running of day to day office activities

**Bendel Brewery Nigeria Limited, Benin City**

2007-2009

**Position:** Industrial Training

**Job Description:**

- Micro Biology Laboratory, water analyst

**iSONBPO Nigeria Limited, Oyo State**

2015-2018

**Position:** Customer Care Representative

**Job Description:**

- Customer Care Service

### **COMPUTER KNOWLEDGE AND EXPERIENCE**

Proficiency in the use of Microsoft word, spread sheet, and data entry, Microsoft access, Microsoft Excel– Microsoft power point.

### **SPECIAL SKILL**

Ability to independently and efficiently carry out statistically survey and analysis, strong analytical and reporting skill, ability to constructively run monitoring and evaluation work for group and deliver result with high precision, ability to work without supervision for so long period. Excellent communication and presentation skills, target driven and versatile, innovation and resourcefulness to contributes solidly to the growth of an exciting enterprise, excellent interpretation skills.

### **OTHER RELEVANT QUALIFICATION/SKILLS**

- Good analytical and reporting skills
- Excellent interpersonal relationship and communication skills
- motivational team leader
- believe in high sence of responsibility and ‘it pays to work’

### **EXTRA CURRICULAR ACTIVITIES**

- Playing/watching lawn tennis game
- solving real-life mathematical problem/puzzles
- staying online for up-to-date information

### **REFEREES**

- **Mr Kandudi Steven Ejidoh**

Civil Servant

08033129493

- **Rev. Churchill Oka**

Clergy

08034184233