**Resume**

**PERSONAL DATA:**

Name: Oli Ifeyinwa Stella

Martial Statue: Married

Sex: Female

Place of Birth: Port Harcourt

Date of Birth: 22/07/1982

Resident Address: 18 Emenike Str., Mile 1,

City: PortHarcourt

Country of Origin: Nigeria

State of Origin: Anambra

Local Govt. Area: Aguata

Religion: Christianity

Mobile Phone: 08165433944, 09027307146

Email Address: stellawealth22@gmail.com

**PERSONAL PROFILE:**

A dynamic team player who is equally capable of working with minimum or no supervision. A goal getter and a mission accomplisher by means of performance, creativity, timeliness and productivity. An epitome honesty, strength, politeness and trustworthiness. Ability to diagnose problems, ability to find solutions, receptive of new idea, polished communication skills, marketing selling ability, management skills, ability to manage stress, tolerance of work life-style and having a strong personal drive to successful outcome in business.

**EDUCATIONAL DATA:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/n | Institution | Course of study | Qualification | Start-Year | End-Year |
| 01 | University of  Port Harcourt | Business Management | Bachelor of Science (in-view) | 2007 | 2014 |
| 02 | Centre International Universitaire Des Meileurs (C.IU.M) Bestower International University | Business Administration | Bachelor of Science | 2016 | 2019 |
| 03 | OJIMS College Secondary School, Port Harcourt | Basic Skills | SSCE | 1994 | 2000  &  2002 |
| 04 | Sacred Heart Primary School, Port Harcourt | Basic Skills | First School Leaving Certificate | 1988 | 1993 |

* National Youth Service Corps (NYSC)

Certificate of Exemption

**WORKING EXPERIENCE DATA:**

**Data:** 11/10/2019 – 06/12/2019

**Company name:** Princekaline Hotel & Suits Limited

**Position:** Receptionist

**Data:** 01/04/2019 – 30/09/2019

**Company name:** MUST-Be Nigeria Limited

**Position:** Administrator Officer

**Data:** 01/02/2019 – 29/03/2019

**School name:** Globavasity Adult Continuous and Vocational Institute

**Position:** Assistant Secretary and Supervisor

**Dates:** 2006-2007

**Company name:** JC International

**Position:** Secretary (Casual)

**Dates:** 2007-2014

**Company name:** Osilight Education Services

**Position:** Receptionist

**PROFESSIONAL CERTIFICATON:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Professional Association** | **Role** | **Join year** |
| 06 | Chartered institute of Chartered institute of supply chain management | 1. An overview of management principles & introduction to supply chain management 2. The theory of customer`s satisfaction & global 3.Value chain and cost competitiveness. 4. Strategic partnership. 5. Manufacturing operations and strategies 6. Supply management 7. Learning the supply chain | 2020 |
| 07 | Chartered institute of warehousing and materials management | 1. Production & diversification and the Three S`s. 2. Research, Design and Development & production, planning & control. 3. Inspection and quality &Maintenance 4. Factors Affecting Stock control decision  5. Pareto or ABC Analysis 6. Material Requirement planning | 2020 |

**SKILL DATA & OTHERS**

|  |  |  |
| --- | --- | --- |
|  | **SKILL** | **SKILL LEVEL** |
| 08 | Wordwide Net Limited(Computer Training School)  Diploma in Computer Appreciation | Average |
| 09 | Peter Mojuetan Foundation  Skill Acquisition Programme on Catering | Expert |

**Hobbies:**

Reading, Joggling and football

**REFEREES:**

**Prof. Ikenna Albert Oli**

Director of Studies

Albert School of Business & Management

08038533630

**Dr. John Umeoriuzu**

MD. Jonika Veterinary services Ltd.

(Vet Surgeon)

Port Harcourt, Rivers State.

08035972777, 08172948616