**AKUBUEZE CELESTINA AMARACHI**

**Phone Number:** 07033201280 **E-mail:** akubuezecelestina@gmail.com

**CONTACT ADDRESS**

A3 Busa Buji Street,Jos,

Plateau State

**PERSONAL PROFILE**

**Date of Birth:** 31/10/1992

**State of Origin:** Anambra State

**Local Government:** Nnewi South

**Gender:** Female

**Nationality:** Nigerian

**CAREER OBJECTIVE**

To work with talented people in a dynamic, motivating and challenging environment where professionalism, hard-work and adequate analytical ability is channeled towards achieving a sustainable and excellent business performance.

**EDUCATIONAL BACKGROUND**

**2016-2018**: Federal Polytechnic Bauchi

**Qualification**: HND (Business Administration and Management)

**2011-2013**: Plateau State Polytechnic

**Qualification:** ND (Marketing)

**2004-2009:** Tin City College, Jos

**Qualification:** Senior School Certificate Examination (SSCE)

**1998-2004**: NUR-UD-DEEN Jenta Primary School, Jos

**Qualification:** First School Leaving Certificate

**ACADEMIC PUBLICATION**

**2018 School Project**: The Impact of Numeration on Staff

**2013 School Project**: Role of Interview in Successful Selection Process

**ADDITIONAL CERTIFICATE**

Computer Appreciation 2018

NYSC 2019

**WORKING EXPERIENCE**

**January, 2013 to May, 2014: Mr. Biggs Nigeria Limited**

**Post Held**: Ware House assistant, Cashier and Lobby Host

**Job Description:**

* Keeping records of the materials received from suppliers.
* Recording the goods that are leaving the company.
* Assisting the operation manager with other operations.
* Receiving payments from customers
* Keeping records of goods received and sold.
* Checking that the correct quantity and type of goods have been received.
* Ensuring customers satisfaction

**18th June, 2019 to 18th June, 2020: Agovac International Private School.**

**Post Held:** Teacher and Secretary

**Job Description:**

* Teaching and recording student’s data
* Preparing students examination questions and examination report cards.
* Participating actively as a member during student’s disciplinary committee meetings.
* Assessing students’ performance and evaluating them.
* Keeping records of all information that comes into the Organization
* Keeping records of all the student’s data

**CORE VALUES**

* Excellent analytical and communication skill
* Creative and innovative ability
* Fast and careful learner
* Ability to beat deadline
* Ability to work in a team
* High strength of character and integrity

**COMPUTER COMPETENCY**

* Microsoft Word
* Microsoft Excel
* Microsoft Powerpoint
* Internet Surfing

**SPOKEN LANGUAGES**: English and Igbo

**REFEREES:**

**Edwin Abba**

CEO Trendy Computer Institute

08039144961

**Okafor Fidelix**

CEO Uplift Hub and Facebook Development

08062513400