**EHIAREKHIAN BLESSING**

Zone 1, By Redeem Christian Church of God, Lugbe, Airport Road, Abuja.

**Tel:** 08130862771

**Email:** timothyblessing3@gmail.com

**CAREER OBJECTIVES:** A highly motivated individual, looking for a challenging position, to work for an organization which provides me with the opportunity to improve my skills and knowledge to grow along with the organization’s objectives. Having also the ability to produce best result even under pressure situations and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices, collaborative leadership, integrity and honesty.

**PERSONAL DATA:**

Date of Birth: 3rd March, 1993

Sex: Female

State of Origin: Edo State

L. G. A. Esan west L.G.A

Marital Status: Single

Nationality: Nigeria

Religion: Christianity

**EDUCATIONAL BACKGROUND**

* Ambrose Alli University, Ekpoma. Edo state 2015-2017
* Auchi Polytechnic, Auchi, Edo State 2010 – 2012
* Dynamic School, Benin city 2002-2017

**QUALIFICATIONS OBTAINED WITH DATE**

* B S C Banking & Finance 2017
* OND in Banking and Finance 2012
* Senior Secondary School Certificate 2007

**WORKING EXPERIENCE DATE**

* Diamond Bank, Abuja 2013 – 2015

**Post Held:** Cash Service Representative

**KEY RESPONSIBILITIES**:

* Organize and maintain personnel records
* Update internal database (e.g. record sick or maternal leave)
* Revise company policy
* Answer employees query about HR related issues
* Assist payroll department by providing relevant employee information
* Participate in HR projects (e.g Help organize a job fair events
* National Assembly, Abuja (Place of Primary Assignment)

**National Youth Service Corp**  Nov. 2018 –

Oct. 2019

* Monitoring of meetings
* Writing of Speeches
* Writing Reports

**Skills and Abilities**

* Great Marketing and Customer Services Skill.
* Posses Good and Efficient Communication Skill.
* Zeal for Learning.
* Strong Administrative and Organizational Skill.

**HOBBIES:**

Reading, Travelling, Cooking and Meeting people

**REFERENCES:**

**SAIBU SUCCESS**

Tel: O8060852967

**Mr. Ahmed Wisdom Ibrahim**

Tel: 08039091092