NNADI, ADAKU PRECIOUS

Address: Golden Villa Aluu, Port Harcourt, Rivers State, Nigeria.

Email: precycharlescharles@gmail.com

Mobile: +2348143104499, +234715543749 Gender: Female Date of Birth: 22nd August 1997 Nationality: Nigerian

Profile

A self-motivated graduate with the ability to create new ideas to foster the goals of a company looking to gain entry level management position to utilize my abilities and skills in ensuring efficiency.

Work Experience

Company: Commercial Secondary School, Ibekwe ,IkotAbasi,

Awka Ibom State

Position: Class Teacher

Duration: November, 2019 to October, 2020(NYSC)

Key Responsibilities

 Trained and motivated students—including special needs students for required

Benchmark examinations.

 Communicated and instructed clearly so students get seamless learning and

Motivation.

- Communicated in writing to get support of the host community
- Effective coordination, multi-tasking, class scheduling.

Company: Pentagon Hotels and Suites, Along Choba, Port Harcourt

Rivers State

Position: Front Desk/Customer Service Executive

Duration: April, 2019 -November, 2019

Key Responsibilities

- Performed check-in operations in an excellent manner.
- Provide an excellent walk through into the firm's service products as well as assisting queries.
- Handles digital and traditional reservation and orderly booking.
- Effective and efficient complaint handling.

Company: Squirrel Tecnologies, Choba, Uniport, Port Harcourt Rivers

State

Position: IT Assistant

Duration: September, 2018 – January, 2019

Key Responsibilities

- Utilised Microsoft packages to ensure organizational efficiency.
- Registered jambites online.
- Keeping and maintaining offline and Inventory of customers.

Company: National Identity Management Commission (NIMC),

Market Road, Oyigbo, Rivers State

Position: I.T/Administrative Assistant
Duration: August 2016 - December, 2017

Key Responsibilities

• Utilised Microsoft packages to ensure organizational efficiency.

- Responsible for NIMC online registration.
- Keeping and maintaining offline and inventory of customers.

Company: Golden Pen Nursery and Primary Schools, Mbano

Camp, Oyigbo Rivers State

Position: Class Teacher

Duration: January 2013 - September, 2014

Key Responsibilities

Trained and motivated students—including special needs students—for required

Benchmark examinations.

 Communicated and instructed clearly so students get seamless learning and

Motivation.

- Communicated in writing to get support of parents and administrators.
- Helped students learn useful things during their limited time with me.
- Scheduled classes, events, and homework dedicated to keeping information up to date.
- Used computer skills daily MS Word.
- Effective coordination, multi-tasking, class scheduling.
- Taught courses in multiple disciplines and at all grade levels.

2020 National Youth Service Corp (NYSC) Discharge Certificate 2018 University of Port Harcourt, Choba Bachelor of Science in Marketing - Second Class (Lower Division) 2012 Zunic Education Centre, Rivers State Senior School Certificate 2006 Rose Bank Academy, Rivers State First School Leaving Certificate

Leadership Roles/Volunteering

2017 REDEEM CHRISTIAN CHURCH, WISDOM OF GOD PARISH,

ALUU, PORT HARCORT, RIVERS STATE

Head of Department Drama (God's Mouthpiece Drama Nation)

2020 PEER EDUCATION TRAINEE (PET CDS NYSC) IKOT ABASI,

AWKA IBOM STATE

Secretary

SECONADRY COMMERCIAL SCHOOL, IBEKWE, IKOT ABASI,

AWKA IBOM STATE

Head Of Corpers Batch C 2019

General Information

Languages: English, Igbo

All Adobe Suite: Ms Word

Core Skills and

Proficiencies: Uncommon problem-solving skills,

A very fast learner, Execution skills, Leadership

Skills, A very good listener.

Interests/Hobbies

Baking | Music | Reading | Acting

References

Miss Rita Kimora Manager,Pentagon Hotels and Suites,Rivers State 08134461105

Sub-lieutenant Fredrick Precious Nigerian Navy 08137988555