

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, Mbanjo
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.

Education

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

