**Nwokeji .C. Peace**

Peace Close, Jikwoyi Phase 2,

FCT-Abuja

**The Human Resource Manager,**

Connected Development

Bassan Plaza, Central Business District,

FCT-Abuja

Dear Ma,

**APPLICATION FOR JOB PLACEMENT**

##### I hereby humbly present myself for employment in your organisation.

I am from Orlu Local Government Area of Imo State, Nigeria. I hold an Ordinary National Dploma (OND) in Mass Communication from Dorben Polytechnic, Bwari, FCT- Abuja.

I have extensively developed myself from my previous working experience in different organisations as Administrative Secretary, Sales Representative, Receptionist and most recently as a volunteer in a Non Governmental Organisation as evident in my CV.

With a burning desire and passion for community development, women empowerment and youth development for sustainable livelihoods for the most marginalised in our society, I feel a compelling desire to contribute meaningfully to the overall positive growth of your organisation in its quest to achieving its objectives and vision from my wealth of skills and experience garnered over the years, while also availing myself the opportunities present in your noble organisation for personal knowledge, skill and development.

It’s in the light of the foregoing that I seek to be part of your dynamic and result-oriented team of young professionals, geared towards the positioning of your organisation known for its achievements in rural and community development, for effective service delivery in a challenged and developing society as ours.

Attached herewith is my detailed Curriculum Vitae for your necessary action.

Please accept the assurances of my highest regards as I look forward to your favourable consideration of my application.

Thank you!

Yours faithfully,

**PEACE .C. NWOKEJI**

**NWOKEJI PEACE**

Peace Close, Jikwoyi Phase 2

Tel: 08069290147

Email: peaceella38@gmail.com

VISION

To contribute to the organizational goal in an environment where I can develop myself and be part of the winning team.

BIO-DATA

Sex: Female

Date of Birth: Jan. 07, 1990

State of Origin: Imo state

Nationality: Nigerian

Religion: Christianity

Marital: Single

**EDUCATION**

In View National Open University of Nigeria

2012-2014: Dorben Polytechnic, Bwari

2008: Ahmadu Bello University IJMB

1999-2005: St. Helen's Unity Sec. Sch. Ondo

Senior School Certificate Examination

1992-1999: Oluwarotimi Nur/ Pry School

First School Leaving Certificate

**WORK EXPERIENCE**

|  |  |
| --- | --- |
| 2010: | **Grand Ibro hotel** |
|  | Wuse, Zone 5 Abuja |
| Position: | Receptionist |
|  |  |
| 2011: | **Goodies Mart** |
|  | 3rd Avenue, Gwarinpa |
| Position: | Secretary |
|  |  |
| 2012: | **Chanref Nig. Ltd.** |
|  | Central Area |
| Position: | Receptionist |
| 2014: | **African Independent Television (AIT)** |
| Position | SIWES Training |
| 2018 to 2019 | **Law at Mercy Seat** |
| Position | Administrative Secretary |
| 2019 to Date | **Olive International Agricultural Foundation for Womesn and Youth Empowerment** |
| Position | Volunteer |

SKILLS AND COMPETENCE

* Good communication
* Computer literacy
* Time management
* Ability to work under less supervision
* Ability to deliver excellent customer service

HOBBIES

Travelling & Reading

REFEREES

**Mr. Emeka Nwokeji**

Homes & Property

Abuja

08039770956

**Mr. Kelechi Agomuo**

Kelagoms Services Limited

Abuja

08186344858