**JONAH, UNWANA JOHN**

**No. 5 Otop Abasi Street Calabar, Cross Rivers State.**

**Phone: 08167291242,07059076356**

**Email:** [**unwanajj@gmail.com**](mailto:unwanajj@gmail.com)

# CAREER SUMMARY

A reputable individual who seeks to contribute the best in administration and human resource management with the best styles of leadership, which guarantees employees’ productivity and organization’s performance with high efficiency, accountability and transparency. To protect the public image of the organization.

# PERSONAL DATA

**Date of Birth:** 8th December 1991

**Place of Birth:** Calabar

**State of Origin:** Akwa Ibom

**Nationality:** Nigerian

**Religion:** Christianity

**Marital Status:** Single

# PERSONAL ATTRIBUTES

* Strong typist, creative and ready to learn at all times
* Good team player and can work without supervision
* Honest and committed to performing good work
* Good oral and written communication skills

# EDUCATION AND QUALIFICATIONS

|  |  |
| --- | --- |
| **Heritage Polytechnic, Eket, Akwa Ibom State** |  |
| HND – Business Administration/Management | 2015-2017 |
| **Heritage Polytechnic, Eket, Akwa Ibom State** |  |
| ND – Business Administration/Management | 2013-2015 |
| **Mosidy Computer Training School, Calabar, CRS** | 2008 |
| **Community Secondary School, Ukwok, Akwa Ibom State** | |
| WAEC | 2002-2007 |
| **Salvation Primary School, Goldie, Calabar** |  |
| FSLC | 1994-1999 |

**CERTIFICATION**

Nigeria Institute of Management (in view)

# WORKING EXPERIENCE

* **Penthouse Time Travels & Tours, Lagos State** 2019-2020
* Keeping of records and sending text messages
* Taking inventory
* Processing mails and answering telephones
* Ensuring that meetings are effectively organized and minute
* **Ministry of Local Government and Chieftaincy Affairs** 2018-2019 Gusau, Zamfara State

Office Assistant **(NYSC)**

## Hobark International Limited, Victoria Island, Lagos 2015

**Role:** Secretary

* + - Support the chair in ensuring the smooth functioning of the management committee
    - Ensuring that meetings are effectively organized and minute.
    - Maintaining effective records and administration.
* **State Library, Cross River State, Calabar** 2009 – 2012

**Role:** Office Assistance

* + Keeping records and sorting text
  + Typing and taking inventory
  + Process mail and answer telephones

# HOBBIES

Reading, Writing and Humanitarian Services

## REFEREES

**Mr. Daniel Omorere O.**

Snr. Logistic/Admin. Co-ordinator Hobark International Limited, Lagos State

07065286921

## Mr. Nura Muhammed

Deputy Director of Admin.

Ministry of Local Government and Chieftaincy Affairs Gusau, Zamfara State

08143761353, 07063409030

## MR. OTUK OYONG

Head of Department (HOD)

Business Administration / Management Heritage Polytechnic, Eket, Akwa Ibom State 08036600351