**UBANI, UGONNA CONSTANCE**

**Dr. N F Okpaku’s Compound Igbiri, Okirika, River State.**

**08109059075**

 **ubaniugonna@gmail.com**

**OBJECTIVE:**

* Seeking job position as Customer Service and Administrative Personnel
* Highly motivated and strong organizational leadership
* Friendly, good attitude, interesting appearance and good smiling.
* Quick analysis, detail-oriented and self-starting.
* To be proactive in other to achieve the organizations set goals/objectives within the shortest possible time.
* To strive for excellence by providing cutting-edge services in circumstances, thereby rendering the best of my abilities to achieve organizational objectives.
* To work strongly for self-development in the challenging economy; so as not to be found wanting at all times.

**PERSONAL PROFILE:**

Date of Birth: 17th December, 1993

Sex: Female

State of Origin: Rivers State

Marital Status: Single

Nationality: Nigerian

**ACADEMIC QUALIFICATIONS:**

2016 Port Harcourt Polytechnic Rumuola

**NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION**

2011 Government Secondary School Eberi Omuma Rivers State

 **SSCE**

2005 Universal Basic Education **FIRST SCHOOL LEAVING CERTIFICATES**

**PROFESSIONAL CERTIFICATE:**

2012 Glory Light Computer Training Institute

 **DIPLOMA IN COMPUTER OPERATION**

**WORKING EXPERIENCE:**

**2018 The King’s Montessori Group Of School Okochiri, Okrika**

Job Description:

* Administrative Officer **(INDUSTRIAL TRAINING)**

**2014 Bright Star International Group of School**

Job Description:

* Class Room Teacher

**2013 Barr. Obinna JK Chukwu Chamber**

Job Description:

* Secretary

**2012 Okusa Ventures Nig.**

Job Description:

* Computer Operator

**PERSONAL SKILLS/COMPETENCE:**

* Ability to transfer knowledge gain within a class room environment.
* Excellent interpersonal and communication skills.
* Positive team playing skill.
* Energetic, creative, result oriented and dedicated to duties.
* Ability to think strategically, analytically and conceptually.
* High level of verbal and written communication skills.
* Professional discipline.
* Mastering experience in computer fundamentals, internet applications and Microsoft suite.

**HOBBIES:**

Reading, Singing and Traveling.

**REFEREES:**

1. **Pastor (Dr) N F Okpaku**

**Board Chairman**

**The king’s Montessori Nursery and Primary School Okrika**

 **08033413536**

1. **Pastor Chima Nwankwo**

**Senior Pastor**

**Greater Evangelism World Crusade Mainland Church Ogan Okrika**

**07064803045**