

PAUL, MARY EFFIONG

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CAREER OBJECTIVE

To strive for excellence by putting in the best of my knowledge, skill and experience in contributing greatly to the output of the organization in line with the objectives and goal of the organization.

CORE STRENGTH & SKILL

- Ability to learn fast
- Ability to plan, Organize and coordinate effectively
- Good inter – personal skills
- Knowledge and usage of Microsoft office application Excel, Power Point and Access

PERSONAL DATA:

DATE OF BIRTH:	15 th May, 1992
GENDER:	Female
MARITAL STATUS:	Single
LOCAL GOVT. OF ORIGIN:	Akpabuyo
STATE OF ORIGIN:	Cross River
NATIONALITY:	Nigerian
RELIGION:	Christianity

PERSONAL ATTRIBUTE

- Ability to successful work in a high-volume fast pace environment and effectively multiple -task with a high degree of integrity and accountability and without loss of attention to details
- Self-driven and highly motivated
- God leadership with an ability to build develop
- Proficient internet skills
- Good customer relationship

NAMES OF INSTITUTION ATTENDED WITH DATES

Government Primary School, Afianyong, Akpabuyo, Corss River State.	-	1996 - 2001
Government Secondary School, Henshew Town Calabar, Cross River State.	-	2003 - 2008
Heritage Polytechnic, Ikot Udota, Eket, Akwa Ibom State.	-	2013 - 2016

EDUCATIONAL QUALIFICATION WITH DATE OBTAINED

First School Leaving Certificate	-	2001
West African Senior School Certificate	-	2008
National Diploma in Business Administration Management	-	2014
Higher National Diploma in Business Admin. Management	-	2016
National Youth Service Corps	-	2017
Post Graduate Diploma in Customer Relationship Mag.	-	2017
Post Graduate Diploma in Project Management	-	2018
Proficiency Diploma in Naowa Computer Institute	-	2018

PROFESSIONAL QUALIFICATION

Chartered Institute of Administration (ACIA)	-	2016
Chartered Institute of Administration of Customer Relationship Management (ACICRM)		2017
Global Institute of Project Management (chartered) (AGIPM, CPM)		2018
Proficiency Award in Facility Management		2018

WORKING EXPERIENCE (POSITION ORGANIZATION AND DATE

Destiny Nursery School Eket, Akwa Ibom State Position: Cashier		2011
MJB Computers Eket Akwa Ibom State Position: Supervisor		2013
Model Polytechnic Jebbu Bassa, Plateau State (NYSC) Position: Lecturer		2017
Chartered Institute of Marketing Management, Plateau State Position: Assistant State Coordinator		2017
Global Institute of Project Management Position: Assistant State Coordinator		2018
Karacon Limited Position: Admin Officer/Accountant		2020 Till date

LANGUAGES SPOKEN

English, Efik/Ibibio

HOBBIES

Reading, Writing and Traveling

REFEREES

Mbreh Jack

Group Aduit Executive

Citytrust Holding Plc

Rivers State

Mrs. Mfon Ime Ufot

Head of branch Service

First Bank Ltd Eket Branch

Akwa Ibom State.

Engr. Jack Basse

Lecturer

Heritage Polytechnic, Eket

Akwa Ibom State.