

## OBJECTIVE

-To work in an environment which encourages me to succeed and grow professionally. -Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. -A highly organized and hard-working individual looking for a responsible position to gain practical experience. -To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

## EXPERIENCE

### **Jos University Teaching Hospital**

*Jan 2015 - June 2015*

IT student

Worked as an admin staff in the Open Registry department

### **Arrowhead cafe**

*Jan 2016 - Dec 2016*

Computer operator

Worked as a computer operator at arrowhead cafe, whose work was to help customers with Research work, sending mails/creation of email addresses, photocopying of documents etc

### **Federal Polytechnic, Bauch.**

*2020 - 2021*

Administrative Staff

Worked as an administrative Staff in the department of Office Technology and Management during my Service year at Federal Polytechnic, Bauchi. Administrative duties done include general office management, answering phones, speaking with clients, assisting an employer, clerical work (including maintaining records and entering data), or a variety, receiving and send mails, circular, memos etc among others

### **National Home grown feeding program**

*July 2021 - October 2021*

Enumeration Officer

Worked for National home school feeding program hosted by Federal Ministry of humanitarian affairs, diaster management and social development during my service year, I worked as an Enumeration Officer whose work is to Capture information of pupils from primary 1-3 and Vendors, fill in their information and upload it to the scheme's website.

## EDUCATION

*2020 - 2021*

NYSC

### **Plateau state Polytechnic**

*2017 - 2019*

Office Technology and Management

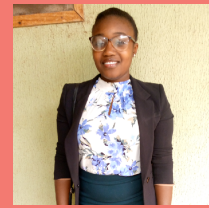
Higher National Diploma

### **Plateau State Polytechnic**

*2014 - 2016*

Office Technology and Management

National Diploma



## AWARI QUEEN AKUTSANG

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09026206397

Behind NDLEA signal barracks,  
lamingo road, Jos.

## SKILLS

Good communicator

Computer literate

Teambuilder

Active listener

## LANGUAGE

Read - English

Write- English

Hausa

Afizere

## INTERESTS

Surfing through Internet

Participating in social activities

## REFERENCE

### **Abok Ishaya - "Jos University Teaching Hospital"**

Abok Ishaya 08039360864

### **Ishaya Ahmadu - ""**

07064438981

**Baptist Academy, Jos.**

*2008 - 2014*

Secondary Education

Weac/Neco

**St. Ann's Private school, Jos.**

*1998 - 2007*

Primary education

Primary school certificate

## ACADEMIC PROJECTS

- Implementation of ICT equipment in the OTM curriculum..case study of Plateau State Polytechnic.

- Effect of Poor Office Environment on the secretary's Job performance..case study of Jos University Teaching Hospital (JUTH).