***SUNDAY, Cynthia Kwokori***

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**Career Objective**

Performance driven and knowledgeable Administrative Officer with two (2) plus years of extensive experience in managing various daily office operations, maintaining confidential document and files, and being in charge of office supplies. Effective communicator with a highly professional attitude, great organizational skills, strong attention to accuracy and detail, and well-developed teamwork abilities.

**Personal Data**

Sex: Female

Nationality: Nigerian

State of Origin: Plateau State

LGA: Bassa

**Language Proficiency**: English Language, Miango and Hausa

**Skills and Abilities**

ComputerSkills: MS Word, MS Excel, Power Point and Corel-Draw etc.

Motivational leader with display of sound judgement and attention to details

Detailed-oriented with excellent time management skills

Perceptive intuition and decision making skills

Confident interpersonal, verbal and written communication skills

Analytical thinker with strong problem-solving and conflict resolution skills

Ability to withstand pressure and achieve good results

Self-motivated and deadline driven

Ability to accept responsibilities and a team player

Work with little or no supervision.

**Educational Institutions Attended with Dates**

M.Sc Management Science, University of Jos 2019

Post Graduate Diploma in Education (NTI) 2018

B.Sc Management Science, Plateau State University Bokkos 2014

King’s College Benue State (SSCE) 2009

Nu-Rudeen Primary School (FSLC) 1998

**Working Experience**

Administrative Officer with Association of Christian Organization in Nigeria 2018-2020

Classroom Teacher with 82 Division Command Day Secondary School, Enugu 2016-2017

Administrative Officer with Arrettravels and Tours, Jos Plateau State 2015-2016

**Roles and Responsibilities of the Employment History**

* Provision of effective and training to new staffs to ensure that all aspects of office administration are carried out effectively against demanding resource an time constraints
* Undertake general administrative duties pertaining to file retrieval, message receipt and the utilization of the fax machine and email.
* Maintaining diaries and arranging appointments
* Filling
* Managing databases
* Receiving and answering phone calls and emails from clients, providing advice, and addressing their inquiries and complaints when necessary.
* Checking availability and prices of flights and hotels as well as travel packages.
* Attending to clients queries and complaints
* Carrying any other functions as may be required by the management
* Instructing pupils, marking class notes and examinations
* Preparation of lesson note/plan and class register

**Hobbies/Interests**

* Reading, Making of Research and Singing.

**Referees:**

**Dr. Francis Dabe**

Plateau Hospital

+2348035422711

**Prof. Barnard Matu**

University of Jos

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