**OKON JUSTINA MFON**

No. 25 Urua Ekpa Street,Uyo, Akwa-Ibom State

Phone: 08132448694

Justinamfonrain@gmail.com



# PERSONAL DATA

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Nationality** | -- | Nigerian |
| **State Of Origin** | -- | Akwa-Ibom State |
| **Local Govt. Area** | -- | Etinan L.G.A |
| **Marital Status** | -- | Single |
| **Religion** | -- | Christianity |
| **Sex** | -- | Female |
| **Date Of Birth** | -- | 26 /11/ 1995 |



# CAREER OBJECTIVE

Strong work ethics, interpersonal communication and analytical skills. Proven ability to cope with pressure. Highly resourceful to put in my very best in achieving the organizational set goal and objectives while developing my career to work in a minimal supervised environment, not leaving out my ability to comfort myself mostly on the issue of critical incident.



# WORK EXPERIENCE

**INWELLE STUDY AND RESOURCES CENTRE, ODIDA OGIDI**

**YOUTH SERVICES** (*November. 2019– November 2020)*

**COMPUTER DEPARTMENT AT THE LIBRARY**

**Job Responsibilities:**

* Responsible for Operating System
* Taking records of books using Microsoft Excl
* Guiding the students on the proper use of the library.

**DE-CHOICE SHOPPING MALL, UYO, AKWA-IBOM STATE**

**Sales Supervisor** (2018-2019)

**Job Responsibilities**

* Taking records of stocks
* Reporting to HR and Management
* Helping to resolve employee issues and disputes.
* Evaluating performance and providing feedback

**GRACE STORES, PORT HARCOURT**

**SUPPLY MANAGER** (2012-2013)

**Job Responsibilities**

* Supplying of goods and services to the customers
* Taking stock of goods supplied.
* Keeping records of goods.



# EDUCATION

## GOVERNMENT PRIMARY SCHOOL, MIDIM ABAK

**First School Leaving Certificate (FSLC)** *(2000 to 2005)*

**GOVERNMENT TECHNICAL COLLEGE, PORT-HARCOURT**

**General Certificate Examination (GCE WAEC)** *(2006 to 2012)*

**HERITAGE POLYTECHNIC, EKET**

**Computer Engineering, National Diploma** *(2014 to 2016)*

## HERITAGE POLYTECHNIC, EKET

**Computer Engineering, Higher National Diploma** *(2016 to 2018)*



# REFEREE

## Upon request