**SUMMARY**

**JANADA**

**AGWANA**

19, Dogoyaro Street, Farin Gida, Kaduna State.

+2347038010797

Janadaagwana274@gmail.com

 **ACHIEVEMENT**

Commended for providing exceptional administrative supports to senior leadership and co -workers at Ministry of Youths and Sports Enugu State.

 **PROFESSIONAL SKILLS**

Strong verbal and written communication skills.

Ability to retain confidentiality of sensitive information at all times.

Excellent interpersonal and organizational skills.

Ability to adapt to change in a fast paced environment.

 **TECHNICAL SKILLS**

Microsoft Word

Microsoft Excel

PowerPoint

Ms Publisher

 **HOBBIES**

Meeting and interacting with new friends

Trying out new things.

Passionate and result-oriented Administrative Officer with 2 years of experience providing quality administrative service across various environments. Looking to join a dynamic and result oriented organization as an Administration Officer. Effective communicator with a highly professional attitude, great organizational skills, strong attention to detail, and well- developed teamwork abilities. Committed to upholding organization policies and procedures when working with staff members.



**EDUCATION**

**Kaduna Polytechnic** Kaduna South, Kaduna State

HND Public Administration

ND Public Administration *2018*



**WORK EXPERIENCE**

**Ministry of Youths and Sports** *Ind. Layout, Enugu State.*

Administrative Officer *July.2019 – May.2020*

* Delivered top-notch administrative support to office staffs, promoting excellence in office operations.
* Sorted, opened and routed incoming correspondence and deliveries to help senior leaders respond quickly to work requirements.
* Created and updated physical records and digital files to maintain current, accurate and complaint documentation.

**EYN Nursery and Primary School** *Farin gida, Kaduna state.*

Administrative Officer  *Oct.2018- June.2019*

* Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
* Assessed teachers’ performance and implemented incentives and team-building events to boost morale.
* Prepared and distributed team-based communications to foster collaboration enhance team morale.

 **VOLUNTEERING EXPERIENCE**

* Collaborated with a team of 120 to carry out a “Walk with me Programme” to commemorate the 2019 international day of persons with disability.
* Participated in one million youths walk against corruption organized by EFCC in collaboration with NYSC.

**CERTIFICATES**

* + - Workforce Collaboration and Development, 2020 - YALI
		- Management Strategies for People and Resources, 2020 – YALI
		- National Youth Service Discharge Certificate, 2020.