Adelemoni, Grace Jafe

**Address:** No.5 Emohua street, off flaming avenue Rumuomasi, portharcourt, Rivers State

**Phone No:** 08064088564, 08131283820

**Email:** gadelemoni@gmail.com

**CAREER OBJECTIVE**

To maintain a high degree of professionalism and contribute to the growth and

Development of my organization through the display of diverse skills and

Competence and also ensure delivery of superior value to the stakeholders, while

Still assuming a reasonable level of career development.

**PERSONAL DETAILS**

* Date of Birth: 19TH October, 1992
* Nationality: Nigerian
* Sex: Female
* State of origin: Edo
* Local Government Area: Akoko-Edo
* Marital status: Married

**EDUCATIONAL QUALIFICATIONS**

* Federal Polytechnic Bauchi - 2018

Higher National Diploma (Mass Communication)

Lower Credit

* Management & Marketing Training - 2015

Insourcing Limited

* Industrial Training Program - 2012 – 2015

Bauchi Radio Corporation

* Federal Polytechnic Bauchi 2012

National Diploma, (Mass Comm.)

* Gben Network Bauchi - 2010

Certificate in computer proficiency

* International Secondary School Bauchi - 2004 – 2010

Senior Secondary School Certificate Exam (WAEC)

* Federal Polytechnic Staff School - 1998 – 2003

First School Living Certificate

**CAREER HISTORY**

**Institution Position & Responsibility Date**

* **Access Bank, Gombe Bulk Teller 2018**

 Carrying out cash transactions

 above #200000

* **National Youth Service Corps Presenter 2018-2019** Gombe Media Corporation Tv program presenter

* **Albarka Radio Bauchi producer/presenter - 2017**

 Produce and present programs

 News casting and duty continuity

 Announcer’s duty.

* **CHAI/DFC/FMH Detailer 2016**

 Zinc & ORS campaign for Educate & enlighten

 Treatment of childhood parents, medicine vendors

 Diarrhea and care givers on the proper

Use and administration of

Anti diarrhea therapy while

 beating daily sales target

 of products.

* **Bauchi Radio Corporation FM Announcer 2013 - 2016**

Cue in and out of programs

And presenters, read news

Bulletin, present live programs

On air, sourcing news.

* **Insourcing Limited Service Executive 2014 – 2016**

(First Bank Nig.) Customer service officer,

Issue detail information

On retail banking products

And services, solve

Technical issues relating

To customer account,

Opening and closing of

Accounts etc.

* **Word of Faith Group of Teaching Staff 2011 - 2012**

**Schools Annex Bauchi** Class room teacher.

**SKILLS/ PERSONAL QUALITIES**

* . Honesty & Integrity.
* . Good interpersonal skills.
* . Good communication skills.
* . Microsoft office proficiency (word, Excel, PowerPoint)
* . Ability to learn fast.

**INTEREST**

Reading, surfing the net and research.

**REFEREES**

**Mr. Aniekan Edem Asuquo Mr. Udosen Edward**

Energy and Fluid Department Science Laboratory Technology

International Breweries Plc, Porthacourt Department, Federal Polytechnic Bauchi

Rivers State. 08032341026.

08066054621

**Eng. Emmanuel A.A Adelemoni Mrs. Ekemini Peters Akwaowo**

Mechanical Engineering Department, The Nigerian Meteorological Agency

Federal Polytechnic Bauchi State Gombe

Bauchi, 08036346065.

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