**Precious RICHARD**

Tunfure, Opposite Emir’s Palace, Gombe, Gombe State, Nigeria.

preciousrichard2000@gmail.com, +234 816 570 0431, +234 907 338 2857

**PROFESSIONAL SUMMARY**

Goal-oriented and highly organized English graduate with great communication and data collection skills, seeking to secure an opportunity in a reputed organization to utilize skills and contribute to the achievement of the organizational goals.

**PERSONAL DATA**

. Gender: Female

. Marital Status: Single

. Date of Birth:. 17th December, 1996

. Nationality: Nigerian

. Place of Birth:. Bauchi

. State of Origin:. Gombe State

. LGA: Billiri

. Languages Spoken: English (Proficient), Hausa (Proficient), Tangale (BaI've started going out sefsic)

**EDUCATION**

2014-2018 **Gombe State University, Gombe, Gombe State.**

*B.A. (Hons.), English Language (Second Class, Upper Division).*

2008-2014 **Federal Government College, Billiri, Gombe State.**

 *Senior Secondary Certificate Examination (SSCE).*

**WORK EXPERIENCES**

January– September 2019 **Secretary**

 \* *Information and Publication Unit, Niger Delta University, Amassoma, Bayelsa State.*

Teacher

\* January 2020- May 2021 Alheri Model High School, Gombe State.

\* January 2021- till date Charis Academy Gombe, Gombe State.

 **PROFESSIONAL TRAINING AND CERTIFICATION**

Mar. 2019 **Certificate of Proficiency:** Human Resource Management Associate (HRMA), MacNel Consult Ltd. (Introduction to Human Resource Management, Work Ethics, Marketing Skills.)

**SKILLS AND PROFICIENCIES**

* **Software Skills:** Microsoft Word (Intermediate), Android operations,
* **Interpersonal Skills:** People Management, Teamwork, Communication, Organizational, Record keeping, Time management, Attention to Details, Listening, Critical Thinking, Persuasion, Respectful.

**HOBBIES AND INTERESTS**

* Internet research, Entertainment, Sports (Indoor and Outdoor).

**REFERENCE**

Dr. Bulus Wayas

Senior Lecturer, Department of English Language, Gombe State University

09020050021

Mr Idoni Ingezi.

Public Relations Officer, Niger Delta University, Bayelsa State

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