

# MICHAEL QUEEN ENYO-OJO

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## CAREER OBJECTIVE

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A creative and initiative individual with willingness to learn new things, good leadership ability, inter-personal relationship and strong believer of constant self-development. I am goal oriented and can work with little or no supervision. I am looking for a challenging and fulfilling task to achieve the set objectives of the organization as well as fulfilling my personal goal in life.

## PERSONAL DETAILS

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DATE OF BIRTH: 3<sup>rd</sup> May, 1996

STATE OF ORIGIN: Kogi State

NATIONALITY: Nigerian

LOCAL GOVERNMENT AREA: Olamaboro

STATUS: Single

SEX: Female

RELIGIONS: Christianity

LANGUAGE SPOKEN: English, Igala and Yoruba

## EDUCATION AND QUALIFICATION

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2019 - 2020	<b>N.Y.S.C DISCHARGE CERTIFICATE</b> National Service Corps, Nassarawa State
2019 - 2020	<b>CHEYBIS GLOBAL RESOURCES NIG. LTD</b> Certified Project Management Professional (CPMP) Certified Customer Relations Management Professional (CCRMP)
2014 -2019	<b>Bsc. AGRICULTURE (SECOND CLASS HONOR)</b> Kogi State University Anyigba, Kogi State
2013-2014	<b>BELOVED IMPACT COMPUTERS</b> Certificate in Computer Studies

2007 - 2013	<b>SENIOR SCHOOL CERTIFICATE EXAMINATION (S.S.C.E)</b> Owajoba High School Akure, Ondo State. West African Examination Council (WAEC)
2000 -2006	<b>FIRST SCHOOL LEAVING CERTIFICATE (FSLC)</b> Faith Kindergarten Nursery and Primary School, Ondo State.

## WORK EXPERIENCE

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2019 - 2020	<b>MINISTRY OF AGRICULTURE, LAFIA NASARAWA STATE.</b>
<b>Position</b>	P.A, to the Director of Fisheries and Aquaculture.
Main Duties:	Handling, keeping of records of files and Dispatching. Attending to visitors. Typing of documents. Attending to the fishes in the ponds.
2017-2018	<b>STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES) KOGI STATE UNIVERSITY</b>
<b>Position</b>	I.T Student.
Main Duties:	worked on the school crop farm. Attending to the animals. Carrying out Soil analysis in the soil laboratory.
2013 - 2014	<b>BELOVED IMPACT COMPUTERS.</b>
<b>Position</b>	Training Instructor.
Main Duties:	Instructing student on how to use Microsoft office suite. Taking and keeping record of visitors.

## SKILLS

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- Microsoft Office Suite (Word, Excel, Power Point)..
- Research and development skills.
- Customer care management
- Human resource management

- Problem solving skills.
- Public speaking skills.
- Strong inter-personal skills,
- Self-driven and result oriented.
- Analytical and logical skills.

## **INTEREST AND HOBBIES**

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- Reading, Surfing the Internet, Travelling and Cooking.

## **REFERENCES**

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- Available on request