EKPA OJOCHENEMI SANDRA

 **Address**:House No 26 Zone c Apo resettlement, Apo Abuja.

 **Contact N**o:**08057702018, 08025211070** **E-mail** ekpasandra95@gmail.com

**CAREER OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To work in an establishment as team, learning and developing skills that will be resourceful to my career and the organization as a whole.

**PESONAL DETAILS**

**Date of Birth: 1st January, 1994**

**SEX: Female**

**Marital Status: Single**

**State of Origin: Kogi**

**LGA: Olamaboro**

**Nationality: Nigerian**

**Religion: Christianity**

**EDUCATIONAL HISTORY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **2018-2020** **Bsc (Hons**) Criminology & Security Studies: Salem University Lokoja, Kogi State.
* **2013-2015** **Higher National Diploma** Business administration and Management: Kogi State Polytechnic Lokoja, Kogi State.
* **2010-2012** **National Diploma** Business administration and Management: Kogi State Polytechnic Lokoja, Kogi state.
* **2004-2010** **Senior School Certificate** Examination(NECO):Emagaba Community Secondary School Ogugu Kogi State.
* **1994-2004** **First School Leaving Certificate**: Bishop Shanahan Nursery and **Primary** School Dekina, Kogi State.

**WORK EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Space Right Consults Bwari, Abuja**

**Job Description**:

**Assistant Administrative officer-2018-2021**

Answering and directing of phone calls to relevant staff, scheduling meetings.

**Skills**: Proficient in the use of Ms Office applications, ability to work under pressure, proficient in the use of ICT gadgets, good customer service orientation, problem solving skills, creative and innovative good management skills.

* **Kogi State Civil Service Commission Lokoja, kogi state**

**Job** **Description**:

**Store Keeping (NYSC)-2016-2017**

Maintaining receipts, records and withdrawal, checking materials and supplies and reporting when stocks are low, receiving and unpacking materials and supplies, reporting damage and discrepancies for accounting, reimbursements and record keeping purposes.

* **Guaranty Trust Bank Area3 Garki ,Abuja**

**Job Description**:

**Transaction Service Group:2012-2013**

Managing bank account opening and closing accounts, overseeing transactions, processing deposits and withdrawals authorizing and evaluating overdraft and loans, presenting and cross selling banking services and products to existing and prospective clients, resolving customers queries and complaints performing administrative and clerical duties such as data entry and filing when necessary.

**HOBBIES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reading and travelling

**REFREES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mrs.Hajara Amanyi**

Kogi state Pension Board

Kogi State Secretariat Complex, Lokoja Kogi state

08074531724,08065659788.

**Arc Fredrick .U. Onoja**

Plot 4602, Reuben Olateju Street Action Layout Bwari, Abuja.

**08100854149**