

COMFORT OMOGO

Address: No. X25, Old Artillery Barracks, Kakuri
Kaduna State.

Email: comfortomogo@gmail.com
Tel: 07038357892.

SUMMARY

To work in an entry level position, contributing the best of my skills and abilities to improve organizational objectives while seeking self development, and improvement as well as enjoying job satisfaction.

PERSONAL DATA

- Sex: Female
- Date Of Birth: 9th December, 1988
- Marital Status: Single
- Religion: Christian
- Nationality: Nigerian
- State of Origin: Benue State
- L.G.A: Ado

SKILLS

- Creative problem solver
- Dedicated to excellence
- Strong interpersonal Skills
- Public Speaking skills
- Communication skills
- Team management
- Entrepreneurial skills
- Computer savvy
- Culturally sensitive
- Fluent in pidgin

PROFESSIONAL EXPERIENCE

Intern Officer, (SIWES) 11/2011 - 02/2012

STARSET BUSINESS ENTERPRISE - *Barnawa, Kaduna.*

- Responsible for attending to customer's needs.
- Responsible for compiling and validating records of daily transactions made.

Achievements

- Worked in a fast paced environment, providing excellent services to customers.
- Oversaw office operations in absence of head manager.
- Instrumental in maintaining a healthy customer relationship.
- Managed office supplies and took stock when due.
- Developed an open rapport with customers encouraging them to share questions and concerns.

Office Manager, (NYSC) 04/2018 - 04/2019

Certificate of Discharge,

*Enugu South Local Government Education Authority
Enugu South Uwani, Enugu State. (NYSC)*

EDUCATION

Proficiency Certificate in Management, April 2019
Nigerian institute of management (Chartered)

Higher National Diploma, January. 2018
Office Technology and Management.
Kaduna State Polytechnic – Kaduna, Kaduna State.

- Top 10% of class.
- Coordinated group discussions and presentation.
- Lead class presentation.

National Diploma, Dec. 2014
Office Technology and Management.
Kaduna State Polytechnic - Kaduna, Kaduna State.

Skill-up Training Academy, 2014
Lagos, Nigeria.
Certificate of participation

Senior School Certificate Examination: July, 2008
Excel Universal College, - Kakuri, Kaduna.

Primary School Leaving Certificate: July, 1999
Army Children Nur. And Pri. School, - Kakuri, Kaduna.

HOBBIES/INTEREST

- Travelling and touring
- Reading
- Teaching

REFEREE

- **Mrs. Maryam Jimoh**
Department of Office Technology & Management
Kaduna Polytechnic.
07064681627
- **Engr. Johnson Ode**
Nabat Global Concept Limited
08036083147
- **Mal. Shehu Musa Bakori**
Exams & Records Division
Kaduna Polytechnic
08034712501