**EJEMBI GRACE**

Effa Quarters, Opposite General Hospital, Otukpo, Benue State.

**Email:**grace.ejembi@yahoo.com

**Phone No:** 08100839448

**PERSONAL DATA**

**SEX:**  Female

**DATE OF BIRTH**: 19th March, 1991

**MARITAL STATUS**: Single

**RELIGION:** Christianity

**NATIONALITY:** Nigerian

**LGA:** APA

**STATE OF ORIGIN:** Benue

**HOBBIES:** Travelling & Making friends

**CAREER OBJECTIVE**

To work with existing staff and to contribute the best of my ability so as to improve the organizational objective and to achieve the management goal.

**INSTITUTIONS ATTENDED WITH DATE**

Federal Polytechnic Kaduna, KadunaState 2012-2014

Christ the King’s College, Awo-Akpali, Kogi State 2000-2006

RCM Primary School, Otakpa- Oba, Benue State 1994-2000

**ACADEMIC QUALIFICATIONS WITH DATES**

ND in Public Administration 2014

Secondary School Certificate Examination 2006

First School Leaving Certificate 2000

**COMPUTER PROFESSIONAL AFFILIATIONS:**

Diploma in Microsoft Office Application (Computer) 2006-2007

**WORKING EXPERIENCE:**

 **(A) PLACE:** Eye Care & Optical Centre, No. 7, Makurdi Road, Otukpo, Benue State.

**PERIOD:** October, 2015-January, 2017

**JOB FUNCTION:** Receptionist

**JOB DESCRIPTION:**

* Welcome patients and visitors by greeting patients and visitors in person or on the telephone answering or referring inquires
* Maintains patients accounts by obtaining, recording and updating personal and financial information
* Optimizes patients satisfaction, provide time and treatment room utilization by scheduling appointments in person or by telephone
* Keep patients appointments on schedule by notifying provider of patient’s arrival; reviewing services delivery compared to schedule; reminding provider of service delay
* Comforts patients by anticipating patients anxieties; answering patients questions; maintaining reception area
* Ensures availability of treatment information by filing and retrieving patients records
* Maintains business office inventory and equipment by checking stock to determines inventory level
* Maintains operations by following policies and procedures; reporting needed changes
* Other duties as may be assigned by supervisor.

**(B) PLACE:** Universal Cyber Net Ltd, 2/3 Och’ idoma Road, Otukpo, Benue State.

**PERIOD:** July, 2007–August, 2011

**JOB FUNCTION:** Senior Computer Operator

**JOB DESCRIPTION:**

* Ensure the security and privacy of the system for our clients
* Run computer tasks
* Maintain logbooks or records for job runs
* Load files onto storage media
* Help network administrators to ensure network connections are in place
* Help new employees get their computer running
* Retrieve, separate and sort program output as needed, and send data to specified users
* Other duties as may be assigned by supervisor.

**OTHER SKILLS**

* Strong analytical skills
* Computer skills.
* Strong administrative skills
* Critical thinking skills
* Good communication (oral and writing) skill.

**LANGUAGE SPOKEN**

* English, Idoma, Igala

**REFEREES**

**1. Evang. JS. Ejeh**

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**2. Mr. Ochinokwu Odeh Godbless**

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3. **Dr. Promise E. Enoruyi-Edo**

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