

NO 6 EAST WEST ROAD RUMUODARA PORT HARCOURT  
RIVERS STATE  
07036741425, 08077366547  
[Mabellicious25@yahoo.com](mailto:Mabellicious25@yahoo.com)

# IKENI MABEL ANYE

## PERSONAL DATA

DATE OF BIRTH – 12<sup>TH</sup> APRIL, 1995  
NATIONALITY – NIGERIAN  
STATE OF ORIGIN – BAYELSA STATE  
LOCAL GOVERNMENT – OGBIA  
MARITAL STATUS – SINGLE  
RELIGION – CHRISTIANITY  
SEX - FEMALE

## PERSONAL STATEMENT

I am a goal oriented person, self motivated individual with a "never give up" attitude to work. I value team work and I aspire for success in every given task.

## OBJECTIVE

To seek opportunities wherein my creative, conceptual thinking is represented, to strive for excellence and precision at all times, in all positions and all circumstances, attaining Professional distinction and proficiency.

## EDUCATION

(2013-2017)  
ODUDUWA UNIVERSITY IPETUMODU, OSUN STATE  
B.SC (UPPER CREDIT)

(2004-2010)  
COMMUNITY SECONDARY SCHOOL OPUME, OGBIA BAYELSA STATE  
(WAEC)

(1998-2004)  
CHRIST FOUNDATION ACADEMY PORT HARCOURT, RIVERS STATE.  
(FSLC)

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**JOB EXPERINCE**

(2018-2019)	NATIONAL YOUTH SERVICE CORPS (NYSC)
LOCATION	LOCAL GOVT. SERVICE COMMISSION LOKOJA, KOGI STATE
POSITION HELD	OFFICE ASSISTANT
(2016-2017)	NIGERIA TELEVISION AUTHORITY
LOCATION	PORT HARCOURT, RIVERS STATE
POSITION HELD	I.T STUDENT
(2010-2013)	WHITE OLIVES LIMITED
LOCATION	NO. 34, WOJI ESTATE, PORT HARCOURT
POSITION HELD	FRONT DESK ATTENDANT

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**KEY COMPETENCES  
AND SKILLS.**

- ★ GOOD VERBAL AND WRITTEN COMMUNICATION SKILLS
- ★ ABILITY TO WORK EFFICIENTLY WITH LITTLE SUPERVISION
- ★ PROJECT MANAGEMENT AND SUPERVISION SKILLS
- ★ TEAM PLAYER
- ★ ABILITY TO ADAPT EASILY TO NEW ENVIRONMENT
- ★ PROFOUND INTERPERSONAL RELATIONSHIP
- ★ GOOD ANALYTICAL AND PROBLEM SOLVING ABILITIES
- ★ PROFICIENCY IN CARRYING OUT SECRETARIATE DUTIES
- ★ GOOD USE OF MICROSOFT OFFICE PACKAGE

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**HOBBIES**

READING, TRAVELLING, LEARNING NEW THINGS, MEETING PEOPLE

**REFEREES**

AVAILABLE ON REQUEST