** OKPOYE ONORIODE TARI**

**Contact Address:** 18 Perembiri street D line portharcourt

**E-mail: tariokpoye@gmail.com**

**Tel:** 08135599720, 08096971244

**CAREER OBJECTIVE**

To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with organization objective.

**PERSONAL DATA**

**Nationality:** Nigerian

**Sex:** Female

**Date of Birth:** 24-07-1993

**Marital Status:** Single

**State of Origin:** Delta State

**Local Govt Area:** Warri North

**SKILLS**

* Creative and good communication skills
* Good financial planning and management.
* Proficient in computer application such as Ms.-word, Excel, Power-Point etc.
* Ability to carry out quality work efficiently and effectively.
* Ability to work under pressure with minimum supervision
* Very high strength of characters, integrity

**INSTITUTION ATTENDED/EDUCATION QUALIFICATION**

* Oxford Nursery and Primary School, Ugboroke, Warri Delta State 1999-2005

First School Living Certificate (FSLC)

* Dom-Domingos Secondary School, Warri Delta State. 2005-2011

Senior School Certificate Examination (SSCE)

* University of Benin, Benin City Edo State 2015-2019 B.Sc. Mathematics
* E-Marketing Institute Dk-2500 Valby, Copenhagen Denmark 2017

Diploma in Marketing

**ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

* National Youth Service Corps Certificate 2020
* B.Sc. Mathematics. 2018
* Senior School Certificate Examination (SSCE). 2011
* First School Living Certificate (FSLC **).** 2005

**OTHER PROFESSIONAL CERTIFICATION**

* 2020:Jobberman soft skills.
* 2020:Customer service skills
* 2020:Administrative support
* 2020:Sales and negotiation skills
* 2020:Effective human resource administration
* 2020:Essentials of Business continuity management system (BCMS)
* 2020:Project management in practice-planning, scheduling and resource management
* 2020;Ware house Management: inventory stock and supply
* 2020:Warehouse management Employees,saftey and warehouse costs
* 2020:Ware house Management:principles,Trends and processes
* 2020:ISO quality management system (QMS)
* 2020:ISO management system Audit Techniques and Best practice
* 2017: Diploma in social media marketing
* 2017: Diploma in internet marketing
* 2017: Diploma in search engine marketing
* 2017: Diploma in web analytics
* 2013: Diploma in computer operations

**WORKING EXPERIENCE**

**DUMAAC PROJECT LIMITED** 2019 – 2020

***Position: Administrative Assistant (NYSC)***

As a administrative assistant and customer service in Dumaac Project Ltd my job responsibilities include:

* Send and design quotations and invoice to clients
* Provide office and administrative support to the team
* Managing and answer company queries
* Manage office supplies stock and place orders
* Prepare regular reports on expenses and office budgets
* Maintain company calendar and schedule appointments

**SKY VIEW MEGA SYSTEM TECHNOLOGY LIMITED** 2011 -2014

***Position: Office Secretary***

As an office secretary in Sky View Mega system technology limited my job responsibilities include:

* Answering calls, taking messages and taking correspondence
* selling of computers, CCTV , cables and Data networking accessories
* Typing, preparing and collating reports.

**HOBBIES**

Reading, writing and swimming

**REFEREE**

**MR. OLOWU OWIN**

Lecturer Dept. of Mathematics

University of Benin

Tel. 0803776358

**MR. FRANCIS NNANA**

Staff NNPC

Tel.07017483442

## 