**DURIBE PATIENCE ADANNA**

Contact Address: House 2, Behind Karu Market, Karu, F.C.T Abuja

Telephone No: 07031667348; 09053017124

Email Address: duribepatience@gmail.com

**professional profile**

I am a highly motivated, result-driven, multi-tasking, goal-oriented and risk-taking individual with a passion for honesty, excellence and adding value to life. I love to model and apply business and managerial systems that works alongside my strong ethic, I am adaptable and a fast learner.

**skills and core competencies**

* Computer Skills
* Good Communication Skill: (Verbal and Written Skill)
* Leadership capabilities, abilities to coordinate and work with little or no supervision
* Good Personal ability
* Effective time management and numerical skill
* Ability to direct and monitor
* Team spirit abilities
* Juxtaposition abilities for multi-task

**WORK EXPERIENCE AND RESPONSIBILITIES**

* **NIGERIAN OPTOMETRIC ASSOCIATION(NGO)** 2018–Till Present

***Post held and Responsibility***

*Administrative Officer/HR Support*

* *Work directly with the President and National Secretary of the organization.*
* *Coordinate the activities of the organization.*
* *Assisting with the day to day operations of the HR functions and duties*
* *Compiling and updating employees records (hard and soft copies)*
* *Distribute and store correspondences: (Letters, Emails and Packages)*
* *Organize a filing system for important and confidential company document*
* *Manage phone calls, supply and get data and directly talk to suitable person*
* *Book meeting rooms as required*
* **PLEDGE COLLEGE NEW OKO-OBA LAGOS (NYSC)**

***Post held and Responsibility*** 2016 - 2017

*IT Teacher and Computer Operator*

* **INDEPENDENT ELECTORAL COMMISSION (INEC)**

***Post held and Responsibility*** 2016

*Ad hoc Staff task APO II (House of Rep. Election)*, Lagos State

* *Conducting of House of Representative Election*
* *Computation and collation of Result*

* **DIVINE FAVOUR CLOTHING AND TEXTILE VENTURE, ABUJA**

***Post held and Responsibility*** 2017

*Sale Representative/Supervisor*

* *Sales of Product to prospective customers*
* *Performing cost-benefit analyses of existing and potential customers*
* *Maintaining positive business relationship to ensure future sales*
* **MELVINO HOTEL, ABUJA**

***Post held and Responsibility*** 2015 - 2016

*Store Keeper*

* *Maintaining receipts, records and withdrawal of stockroom*
* *Receive, unload and check supplies*
* *Inspect deliveries*

**EDUCATIONAL INSTITUTIONS AND QUALIFICATIONS**

**Ibrahim Badamasi Babangida University, LAPAI** 2011 - 2015

*B.sc Sociology (Second Class Upper)*

**University Of Abuja** 2008-2009

*Business Administration (Diploma)*

**Gudi Secondary School** 2004-2006

*Senior School Certificate (W.A.E.C-2006)*

**Victoria Primary School, Lagos** 1994 - 1999

*First Leaving Certificate (FLSC*)

**SEMINARS ATTENDED**

* Entrepreneurship Development Training, organized by the National Directorate of Employment with National Youth Service Corps held in Ikeja, Lagos State (2017)
* A three days seminar tagged “My Sight My Right” organized by Nigerian Optometric Association held at Abuja Conference (2018)

**TRAINING AND CERTIFICATION**

**BSAFE-Online course by the United Nations Department of Safety and Security**

* Bsafe online security awareness training. Replaces both Basic security in the Field and Advanced security in the field.
* An online course on Human Resources Management (Short Course).

**REFERENCES**

**Dr. Kenneth Giwa-Amu**

Deputy Director Optometry

National Assembly

07030356790

**Mr Elochukwu Mbagwu**

Payment Processing & Business Operations Executive

Interswitch International

08060278326