OHIERO MARGARET DOMINIC.

#23 Odulukwu street elelenwo , Rivers State.

j0332268 08065649446

Email: margaretdominic30[@gmail.com](mailto:ada.onugha@gmail.com)

STRENGTHS

* Innovative and quick in adapting to any situation.
* Excellent communication, presentation and interpersonal skill

**PERSONAL INFORMATION**

Date of Birth 5th December 1992

Marital Status Single

Gender Female

State Akwa Ibom

L.G.A Essien Udim

Nationality Nigeria

Religion Christianity

**EDUCATION**

2018 Aeroport College of Aviation & Travel Management. Lagos State.

**Advance Diploma in Air Ticketing & Reservation**

2015-2017 Abia State Polytechnic, Aba.

**HND. Public Administration**

2012-2014 Abia State Polytechnic, Aba.

**OND. Public Administration.**

2007-2008 AMT Computer Training School, Port Harcourt.

**Diploma in Computer Operations.**

2001-2007 Community Comprehensive Secondary School, UbonUkwa, Akwa Ibom State.

**Senior Secondary School Certificate.**

1995-2001 State School 1 Ibadan, Port Harcourt, Rivers State.

**First School Leaving Certificate**

**EXPERIENCE**

Nov 2018-Date (NYSC) **Calaba**r **South Local Government Council**

**Admin officer** Anantiga, Cross River State

* Ensure proper and effective documentations of all incoming/outgoing mails.
* Receive and attend to visitors and telephone calls, take messages, schedule appointments and provide information to callers as appropriate.
* Provide timely and quality work output. Checking of mails, and acting in responds to urgency.
* Keep and Store vital office information
* Filing of necessary document to its appropriate file.

2018 **Akassa Travels and Tour**

**Ticketing officer Bayelsa State.**

* Booking Travel Tickets.
* Assist customers in planning trips.
* Make reservations.

2015 **Nigeria National Petroleum Corporation (NNPC)**

**Assistant Secretary** Research & Development Division, Eleme Port Harcourt.

* Ensure the availability of stationery and other office supplies.
* Collect and manage office stationery from relevant units/sections.
* Assist in managing the office and its equipment, as well as coordinate any required repairs to the relevant units/sections.
* Operate office equipment such as computers, fax machines, photocopiers, voice mail messaging systems and computer scanning equipment and other equipment to complete department tasks.
* Keep and Store vital office information
* Filing of necessary document to its appropriate file.
* Perform clerical functions, such as preparing correspondence, receiving visitors, meeting venue booking and arrangement etc.

2010-2012 **Royal Heroes Furniture.**

**Sales Representative** Port Harcourt.

* Selling products and services using solid arguments to prospective customers.
* Perform cost benefit analysis of existing and potential customers.
* Maintaining positive business relationships to ensure future sales.

2008-2010 **Nwachukwu's Law Firm**

**Secretary**  Port Harcourt.

* Compose and type routine letters, memoranda and reports, as well as take/record minutes of meetings.
* Making of Invoices, Pay slips and Tax slips.
* Making of Payment Schedule to the Bank ordering the Payment of Salaries and Allowances to Staff monthly.
* Monitoring of daily activities in the office
* Checking of mails, and acting in responds to urgency.
* Keep and Store vital office information
* Filing of necessary document to its appropriate file.

**ADDITIONAL SKILLS**

* Strong negotiation and interpersonal Skill
* Easy adaptation to any work condition
* Analytical knowledge
* Highly creative, Innovative and resourceful
* Proven ability to lead a team
* Honest, respect for diversity and optimism

***REFEREE.***

***Mr. Emmanuel Dominic O.***

*KCA DEUTAG*

*Crane Operator*