**ESSIEN IMA PATIENCE**

*N0 2 KUDAN CLOSE OFF ONITSHA CRESENT, GIMBIYA, AREA 11, ABUJA*

*Email Address: essienpatienceima* @gmail.com

Tel: 07036484569

**PERSONAL DETAILS**

DATE OF BIRTH: 23rd October, 1994

MARITAL STATUS: Single

SEX: Female

STATE OF ORIGIN: Akwa Ibom State

LOCAL GOVERNMENT: Ikono

**CAREER OBJECTIVES**

To invest with an enduring legacy in my career, with the opportunity to contribute to organizational success through dedication to duty and efficiency and seeking self development while enjoying job satisfaction. I look forward to working and collaborating with people as a team member, as when necessary and subjecting myself to laid down guidelines and the same time being pragmatic in my approach to the achievement of organizational goals and objectives.

**PERSONAL STATEMENT**

I am a graduate of The Polytechnic, Ibadan. I am a proactive individual, and that makes me run with the mentality that being able to predict future challenges relative to current operational model is a major skill that separates effective people from mere efficient ones.

A very ambitious individual who has developed a creative and responsible approach towards many tasks undertaken, strong strategic vision; along with the ability to successfully accomplish complex, multi-track projects and the ability to organize people and systems in order to accomplish target objectives. I strive to always exceed expectations wherever and in whatever I find myself doing.

**TECHNICAL SKILL**

* Highly efficient problem solving and analytic skill
* The ability to use standard software packages (e.g. Microsoft Office) and to learn bespoke packages if required.
* Task Management
* Excellent proficiency in English Language (Reading, Writing and Verbal)

**PERSONAL SKILLS**

* Good communication, customer service and relationship-building skills
* Self-motivation and self- initiative
* Ability to work under pressure and meet tight deadlines
* Good Human skills and highly flexible
* Willingness to learn and dutifully follow directions
* Ability to work individual and in a team
* Ability to maintain confidentiality
* Attention to detail
* Negotiation skills

**EDUCATIONAL QUALIFICATION**

**THE POLYTECHNIC, IBADAN, oYO State.**

HND. Purchasing and Supplying. 2015-2017

**THE POLYTECHNIC, IBADAN, oYO State.**

ND. Purchasing and Supplying. 2012-2014

**ST. MARY’S COLLEGE, OJO, LAGOS State**

Senior Secondary School Leaving Certificate (SSCE). 2004-2010

**SABO ONIBA NUR/PRIMARY SCHOOL, OJO LAGOS STATE**

First School Leaving Certificate (FLSC).

**CERTIFICATION**

NATIONAL YOUTH SERVICE CORPS (NYSC). 2019

**EXPERIENCE**

**United bank for Africa. 2020**

**Direct sales executive**

**QUBE MICROFINANCE BANK**

* **ROAD 5, IKOTA SHOPPING COMPLEX, AJAH, LAGOS STATE** 2018

**Account officer**

* Opening of account for customers

**NEW GLOBAL COMMUNICATION LTD**

**BLOCK 152, ALABA INT’L MARKET, LAGOS STATE**

**SECRETARY**

* Typing, preparing and collating reports.
* Organizing and servicing meetings (producing agendas and taking minutes)
* Answering calls, taking messages and handling correspondence.
* Acting as a receptionist and/or meeting and greeting clients
* Maintaining diaries and arranging appointments. 2013

**HEARTLAND NURSERY AND PRIMARY SCHOOL, OJO, LAGOS STATE**

**CLASS TEACHER**

* I was made to teach all subject for primary 3 pupils
* I was able to coordinate and direct the school and also impact the students morally to become better versions of themselves.

2011

**HOBBIES AND INTEREST**

Reading, Writing, Listening, Making Friends, Traveling and Music.

\*REFEREES AVAILABLE ON REQUEST\*