

UBANI DEBORAH

Peace village, FHA, Lugbe, Abuja.
E-mail: debyhu99@gmail.com
Contact: +(234)8062330618,
+(234)8077997792

CAREER OBJECTIVES

Customer Service Representative, Administrative Officer, Supervisory

PERSONAL STATEMENT

I am highly effective at incorporating leadership skills to achieve business objectives, direct projects that improve efficiencies while meeting a deadline and budget requirements. I have developed the ability to learn, think critically, analyzing and solving problems, and make on the spot- decision, and the capability to pay attention while being accurate. I possess a positive response to challenges with respective mind. I am now looking forward to use my resourcefulness in a well-structured environment.

SKILLS: Interpersonal, Organizational, Sales.

Proficient in Ms Word, Excel.

Good communication skill.

PERSONAL DATA:

Sex: Female
State of Origin: Abia
Marital Status: Single
Nationality: Nigerian
Hobbies: Quantity Surveying.

QUALIFICATIONS OBTAINED WITH DATES:

2012 Higher National Diploma (HND).
2007 National Diploma (ND).
2005 West African Examination Council (WAEC).
2003 First School Leaving Certificate (FSCL).

INSTITUTIONS ATTENDED WITH DATES:

Abia State Polytechnic, Abia State. 2010-2012
Federal Polytechnic, Umwana, Afikpo, Ebonyi State. 2007-2009
Ogwe Comprehensive Secondary School, Ogwe, Abia State.
Ogwe Nursery and Primary School, Abia State.

CAREER HISTORY AND RESPONSIBILITY

January 2010-October 2010 **ONE YEAR INDUSTRIAL TRAINING**
Ogilvy International Secondary School, Abia State.

Secretary:

Admission of students and pupils into the school.

Librarian:

Take records of books in the library

Ensure the library is used properly by the students

Assistant Computer Instructor:

March 2013 NYSC: Baptist Grammar School, Iwo, Ogun State: Teacher

March 2015. Jestraco Multiservice Nigeria Limited, Abuja.

Secretary:

Manage staff for cleaning

Manage staff for organizations.

Organize interviews.

April 2016: Progandy Guest House, Lugbe, Abuja.

Manager:

Coordinate all activities in the guest house.

Handle issues in the guest house.

March 2017: Diamond Bank Plc

Direct Sales Agent

HOBBIES: Writing, Meeting people, Reading, Sports, Travelling.

REFERENCES:

GTUNBA GBENGA ADEBAYO

Publisher, MSC African Magazine.

10 Oduyenu Street, Anifonoshe

Ikeja, Lagos.

08068221074.