MARVELLOUS .O. EZE

**Address**: NO 23 YERIMA STREET, SABO TASHA KADUNA

**Email**: marvelouseze2020@gmail.com

**Tel**: 07082450416, 07033859584.

**CARRIER OBJECTIVE:** To become an administrator that will input and bring about work discipline and growth in the organization I found myself. Also to work in excellent and demanding time toward achieving the organizational goals and objectives and make the organization standard among leading organization in the society.

**PERSONAL DATA**

DATE OF BIRTH: 18th Dec 1995

PLACE OF BIRTH KADUNA

SEX: FEMALE

STATE OF ORIGIN: IMO STATE

LOCAL GOVERNMENT AREA: OKIGWE

MARITAL STATUS: SINGLE

NATIONALITY: NIGERIA

**INSTITUTIONS ATTENDED, QUALIFICATION AND DATE**

|  |  |  |
| --- | --- | --- |
| INSTITUTION ATTENDED | QUALIFICATIONS | YEAR ATTENDED |
|  |  |  |
| Federal Polytechnic Kaura Namoda Zamfara state. |  National Diploma in Banking and Finance(ND) | 2012 – 2014 |
|  Prince College saudana Crecent Kaduna.(SSCE) | Senior School Certificate Examination (SSCE)  | 2004 - 2010 |
| Shehu Abudullahi Nursery and Primary Ogbomosho road Kaduna. | First leaving School certificate | 1999 – 2004 |
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**OTHER QUALIFICATION/ TRAINING OBTAINED AND DATE**

2013 Diploma in Computer Program (DIP)

2015 Statistical Package for Social Scientist (SPSS)

WORKING EXPERIENCE

1. Registration officer Global com office Kaduna. 2012-2013

**Job Description**

* Registration of new customer and document its details properly
* Replacement loss, defaulted Sims if reported to the office.
* Getting customer unique details and necessary tools requirements to enable proper replacement
* Reporting valid number of registered Sims to the management at the end of the day.
1. Office sectary- UGO-Best furniture independence Kaduna 2010-2012

 **Job Description**

* Keeping of details sales record.
* Typing and documenting of letters corresponded that come in and out of the office that concerns the business.
* Keeping sales accounting records
* Marketing of company products
1. Sales Rep - Starlyne Electronics Plot 3B Ahmadu Bello Way Kaduna. 2014-2015

**Job Description**

* Sales accounting record keeping.
* Sales representative
* Computer operator
1. Monitory and Evaluation/ Assistance account officer- Society for the preservation and restoration of Woman Honor and Dignity (SPRAD) NGO, NO. 3 Libiya Street Banawa Kaduna State. 2015-2016

**Job Description**

* Sending of periodic reports
* Keeping detail information about vulnerable children whom are fully enrolled.
* Installation and registration of the vulnerable children in their NOMIS SOFTWARE registered
* Raising request and taking it to the Director for approval
* Rising of payment voucher of both staffs and volunteers who worked for the organization.
* Preparing budget for activities that need to be done in the field work and make sure all request is in line with budget.
* Entry of exact purpose of the request and amount in advance request form and issuing of cheque at same time.
* Preparing of retirements of all activities.
1. Compovine Technologies Limited

No. 19 Ahmadu Bello Way 1st Floor, Suite D6 City Plaza Katsina Road, Roundabout, Kaduna. 2017 – 2018

**Job Description:**

* Sales/Cashier Executive

ATTRIBUTE/ SKILLS

* Ability to work and adapt with others under pressure
* Innovative and good communication Skills
* Responsible and trustworthy with work and responsibility assigned
* Ability to learn fast proactive and versatile.
* Love challenging jobs situation and problem solver skills
* Ability to make use of MS word package.
* Accuracy in keeping of information’s related and non-related to my field.

**LANGUAGE SPOKEN**

Ability to communicate in English, Hausa, Igbo, and Pidgin English

**HOBBIES**

Reading, Dancing, Researching, Travelling, watching Movie and Listing to music

**REFEREES**

|  |  |  |
| --- | --- | --- |
| Mrs Patience OkamNurse: F.M.C Guasu General Hospital Zmafara State.**08096382347** | Mrs Happiness EzePediatrics Surgical Ward,ABUTH,Shika-Zaria.08025522152  | Miss Victoria EzeGiwa Specialist HospitalNo 1 Akilu Road P.O Box 711,Abakpa Kaduna |
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