

# OMENKA IRE EUNICE



## ADDRESS

Opposite INEC Quarters, Asokoro Extension, Abuja

## **PERSONAL DETAILS:**

Sex: Female  
Date Of Birth: 24<sup>th</sup> August, 1994  
Marital Status: Single  
Email: [ireeunice072@gmail.com](mailto:ireeunice072@gmail.com)  
Tel: 08133908270, 07056191036

## **OBJECTIVE:**

To achieve assigned responsibility by providing skills to the benefits of the organization and myself, and to work in a vision-oriented establishment with a view to solve problem by developing skills to the benefits of the organization and myself and

To work in a vision oriented establishment with a view to solve problem by developing advance skill required and also attain self-actualization by meeting and surpassing for goals

## **EDUCATION QUALIFICATIONS**

- ❖ Bachelor of Science (B.sc) - Botany  
University of Agriculture Makurdi Benue State, Nigeria 2018
- ❖ West African Examination Council- WAEC  
Agba Community Science Secondary School, Yala Local Government Cross River State 2010
- ❖ First School Leaving Certificate - FSLC  
Shalom Kids Academy Oju, Benue State 2005

## **PROFESSIONAL CERTIFICATION COURSE/TRAINING**

- HRM - Human Resources Officer - OSHA Standard USA - 2021  
Human resource functions, organization culture, industrial relation  
Health Safety and Security Effects of a good HR Policy
- CSRM - Customer Service Officer - OSHA Standard USA - 2021  
Field concern & data collection, the call center experience  
Setting goals and standard o performance, delivering customer care
- PMP - Project Manager 2021  
Knowledge & Skills in achieving cultural both medium and large scale  
Business objectives in project in project management

## WORKING EXPERIENCES

**Establishment:** Ministry of Agriculture Makurdi, Benue State

**Post Held:** Industrial Training Attachment

- ❖ Training on office keeping, filling and documentation
- ❖ Training on Data Collection

**Company :** Fastisah Table Water, Makurdi, Benue State

**Post Held:** Production Manager

- ❖ Ensuring the production equipment are available and in good shape 2018 – 2019
- ❖ Ensuring the production room is clean
- ❖ Taking Data of the products produced
- ❖ Documentation
- ❖ Undertaking Duties of assistant to the Managing Director

**Company:** Zoe New Dawn, Wuse II, Abuja 2020 – 2021

**Post Held:** Marketer

- ❖ Field Marketing

**Establishments:** National Assembly Abuja

**Post Held:** Office Assistant (NYSC) 2017 – 2018

## EXTRA SKILLS

Make up artist, Seminar Presentation, Marketing, Computer Office Software Usage, Fashion Design

## REFEREES

**MRS. ROSE OMENKA**

Benue State Area Education Office  
Oju Local Government Headquarters  
Tel: 08053701775

**MR. ADIKPE DAVID OGA**

Federal Capital Territory Administration  
Tel: 08134511286