

NDU ADA VICTORIA

No. 5 Rumuosi/Ozuoba Road, Port Harcourt, Rivers State

Tel: 09064342982

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CAREER OBJECTIVE:

I am a young graduate, seeking opportunities to drive excellence, professionalism and profitability within an organization goal through determination and commitment.

PERSONAL DATA:

Date of Birth: 12th September, 1996
Sex: Female
Marital Status: Single
Local Govt. of Origin: Agwu
State of Origin: Enugu
Nationality: Nigerian
Religion: Christianity

EDUCATIONAL & QUALIFICATION:

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|---|-------------|
| ✓ National Youth Service Corps
NYSC Discharge Certificate | 2020 – 2021 |
| ✓ Federal University, Otuoke Bayelsa
B.Sc Biochemistry | 2016 - 2019 |
| ✓ Army Day Secondary School, Port Harcourt
West African Examination Council (WAEC) | 2009 - 2015 |
| ✓ Pettela Nursery & Primary School
First School leaving Certificate (FSLC) | 2003-2008 |

TECHNICAL AND PERSONAL SKILLS:

- Proficient use of (MS word, Ms. power point)
- Interpersonal and communication skills
- Good presentation and listening skills
- critical thinking and relational – building Skills
- Time management and organization skill
- Basic analytical and problem solving skills.

HOBBIES: Reading and Travelling

WORK EXPERIENCE

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| ✓ National Youth Service Corps
Urch Cyber World
<i>Position:</i> Staff | 2020 – 2021 |
| ✓ Elite Procargo Services
<i>Position:</i> Office Assistance | 2013 – 2015 |

REFEREES

Mrs. Ann Ndu
Business
08032535256