

# UBANOZIE, TESSY IFEOMA

Block 7 MTD Police Barracks, Constitution Road, Kaduna State.

08169160997

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## CAREER OBJECTIVE

Committed individual, adept in efficiently utilizing available resources in completing assigned tasks. Seeking an entry-level position as a fresh graduate of Business Administration, providing a high end business management and administrative duty for the organization.

## KEY PERSONAL ATTRIBUTES AND SKILLS

Presentation Skills, Good team player, Result oriented, Diligent, Honest and Reliable, Attentive to details, Good communication and interpersonal skills, Time Management and Organizational skills, Leadership skill, Customer Service skill, Analytical and Problem solving skill, Computer skill (Proficient in MS Word, Excel, Power point), etc

## WORK EXPERIENCE

March, 2020 – present - Destiny School, Kaduna

Position: Classroom Teacher (NYSC)

### Key Responsibilities

- Nurturing and parenting Students.
- Mentoring students to develop strong mutually respectful relationship.
- Identifying students showing signs of emotional development or health related problems and discuss them with their parents through the Head Teacher.
- Providing a safe and stimulating environment that facilitates learning and ensuring excellent performance of the students.
- Periodically conduct learning assessment of the students and reporting their learning performance to the Head Teacher.
- Responsible for planning and delivering quality Economics lessons in the SSS section of the Secondary School.
- Keeping Records of student's academic progress.
- Building students' interest in entrepreneurship and encouraging them to see the different opportunities and advantages that are available in it.

July, 2014 - August, 2015 9mobile

Position: Marketing Officer

### Key Responsibilities

- Handling customer inquiries
- Providing customers with product and service information
- Updating existing customer information
- Entering new customer information into system
- Process orders, forms and applications
- Document all call information according to standard operating procedures
- Generating of daily and weekly reports, etc.

## **PERSONAL DATA**

**Marital Status:** Married  
**Nationality:** Nigerian  
**Date of Birth:** 29<sup>th</sup> July, 1997  
**Place of Birth:** Kaduna State  
**State of Origin:** Anambra State  
**Sex:** Female

## **EDUCATION/QUALIFICATION**

**2015 - 2019** Kaduna State University (KASU), Kaduna State  
**B.Sc. Business Administration**  
**2007- 2013** Queen Amina College, Kaduna State  
**(SSCE, Chrisdom Sec. Sch, Kaduna)**  
**2002 – 2007** Police Children School, Kaduna State  
**(FSLC)**

## **LANGUAGES SPOKEN**

English, Igbo, Igala & Hausa.

## **HOBBIES**

Reading, Listening to good music, Cooking, Travelling, etc

## **REFEREES:**

1. CSP Bala Kassim  
O/C Operation Yaki,  
Nigerian Police Force,  
Kaduna State Command
2. ESV (Sir) Vincent Anagwonye (ANIVS, RSV, Dip Law)  
Principal Partner Vincent Anagwonye & Co,  
Estate Surveyors & Valuers,  
No. V20 Ahmadu Bello Way,  
Kaduna State.