**JAMES, VICTORIA SUNDAY**

 **Residential Address- 25 Mary Hanney Rd, Oron, Akwa Ibom**

 **Email:****Vickyjamessunday992@gmail.com****, Tel: 08102315740**

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| 1. **CAREER OBJECTIVE**
 |
| BIO: | **To assume responsibility in a dynamic organization where I can maximize my skills and intellect accurately as a means of contributing to the development and advancement of the organization as well as my personal career.** |

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| 1. **PERSONAL DATA**
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| Date of birth: | **14th July, 1993** |
| State of Origin/L.G.A | **Akwa Ibom/Udung Uko**  |
| Nationality:  | **Nigerian** |
| Gender: | **Female** |
| Marital status: | **Single** |
| Permanent Address | **25 Mary Hanney Rd, Oron** |
| Religion  | **Christianity** |

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| **3. EDUCATIONAL BACKGROUND** |
| 2015 - 2017 | **Akwa Ibom State Polytechnic, Ikot Osurua**Higher National Diploma (HND) in Business Administration and Management |
| 2012 - 2014 | **Akwa Ibom State College of Arts and Science, Ikono L.G.A** National Diploma (ND) in Business Administration and Management |
| 2002 - 2008 | **Community Secondary school, Ukuko, Urue-Offong/Oruko**.Senior Secondary Certificate Examination |
| 1996 - 2002 | **Government Primary School, Iquita, Oron.**First School Leaving Certificate |
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| **4 WORK EXPERIENCE** |

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|  **NYSC**: April 2018- March 2019 |
|  **Place**: Command Secondary School, Bayelsa State. |
|  **Duties**: Class Teacher  |

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| **Period:** | April 2018- March 2019 |
| **Department:** | Admin. |
| **Position:** | Class teacher |
| **Name of Employer:** | Major Bokolo Bernard**.** |
| **Duties** |
| 1. Typing of documents.
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| 1. Registering and dispatching of documents.
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| 1. Maintenance of office equipment
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| **5. COMPUTER / PERSONAL SKILLS**  |
| **1** |  **Microsoft Words**  |
| **2** | **Proactive and Diligent team player with a Pleasant Personality as well as self Motivated.** |
| **3** |  **Good Communication skill**. |
| **4** | **Teachable and Quick to learn** |

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| **6**. **OTHER CERTIFICATES OBTAINED**:

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| **August 2018** | **Certificate of Proficiency**, **MacNel Consults Limited**Human Resource Management Associates (HRMA) |
| **September 2018** | **Certificate of Participation**Education Training on Class Room Management  |

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| **7. LANGUAGE**  |
|  | **Fluent in English, and Akwa Ibom** |

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| **8. CORE VALUES** |
|  | **Belief in God, Honesty and Diligence** |

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| **9. INTEREST** |
|  | **Enjoy reading, Listening to Music, And using the computer.** |

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| **10. REFEREES** | **Tel No:** |
|  **Major Benard Bokolo,**  Command Science Secondary School,  Ebedebiri, Sagbama, Bayelsa State. **E-Mail:** bokolobenard@gmail.com  | **08036723201** |
| **Engr. Nelson A. C. Ozoduru,** MacNel Consults Ltd.**E-Mail:** nelsonozoduru@gmail.com | **08030864568** |