

# ISMAILA AKOR

**Address:** Corner Shop House, Police Station Road Area 'F' Nyanya, Abuja.

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**Email:** akorismaila05@gmail.com, akor.ismaila@yahoo.com

**State of Origin:** Kogi State

**L.G.A:** Ankpa

**Marital Status:** Single

**Date of Birth:** 05/05/1995

## CAREER OBJECTIVE

My career objective is to become an efficient and prolific administrator driven by knowledge and excellent skills in providing optimum performance and adding value to a company's organizational strength through sheared passion and commitment.

## EDUCATIONAL BACKGROUND

2014 – 2019	<b>Federal University of Technology Minna Niger State.</b> (B.Tech.) Library and Information Technology Second Class (Upper Division)
2010 – 2012	<b>Government Secondary School Karshi, Abuja.</b> Secondary School Leaving Certificate (SSCE)
2000 – 2006	<b>Mater Misericodia Nursery and Primary School Nyanya, Abuja.</b> First Leaving School Certificate

## RELEVANT WORK EXPERIENCE

**National Primary Health Care Development Agency. AD-HOC STAFF (RECORDER) for the Covid-19 Mass Vaccination Campaign. November 2021 – Present**

- Responsible for the Registration, Documentation, Verification and Updating of client's records on the Electronic Management of Immunization Data System (EMID).

**Nigerian Shippers' Council, Shelter Plaza Plot 438 Micheal Okpara Road Zone 5 Wuse Abuja. March 2021 – October 2021.**

**Role: Support Staff ICT Unit, National Youth Service Corps;**

- ❖ Provided relevant ICT services for effective service delivery.
- ❖ Performed printing, photocopying and binding services at the Council.
- ❖ Prepared daily memos, weekly reports, and other documents using Microsoft word.
- ❖ Assisted guests in scanning and uploading of documents.
- ❖ Setting up computer systems in a more user-friendly manner.

- ❖ Troubleshooting of computer hardware problems and repairs.

**Nigerian National Petroleum Cooperation, Towers, Central Business District Area, Abuja. May 2018 – November 2018.**

**Role: Internship Student Industrial Work Experience Scheme (SIWES)**

- ✓ Documentation of incoming and outgoing memorandum to various departments.
- ✓ Taking statistics of the daily activities.
- ✓ Analyzing, recording and reporting of daily deliveries.

### **RELEVANT SKILLS**

- Administrative work experience has allowed me to develop good Communication skills at all levels. This has also taught me how to be a Good Team Player and maintain good Interpersonal Relationships.
- Ability to comply with Organization's Job Ethics
- I am a Fast Learner, Self-Motivated, Competitive and a Problem Solver
- Paying attention to details and working with little or no Supervision.
- Microsoft Office Suite Literate (Microsoft word, Excel and PowerPoint).
- Good use of Apps and Software.
- Excellent Organizational, Time and Resource Management.

### **PROFESSIONAL CERTIFICATIONS**

- ❖ Health Safety and Environment Training Certificate  
Dexter and Heros Consulting Limited.
- ❖ Human Resource Management Training Certificate  
Dexter and Heros Consulting Limited.
- ❖ Project Management Professional Training Certificate  
Dexter and Heros Consulting Limited.

### **INTERESTS/HOBBIES**

- I enjoy listening to music, watching movies, working out at the gym, jogging, playing football and table tennis.
- I enjoy interacting with kids and helping out with their homework.
- Reading novels, journals and articles relating to Self-development and Consciousness.
- Travelling (sight-seeing).

### **REFERENCES**

Referees will be made available upon request.