**SAMUEL, MOBO IMEH**

Address: 53 Zone A, Byazhin Across, Bwari, Abuja.

Email: moboimehsamuel@gmail.com

Phone: 09037517319, 09043543434.

**PERSONAL DATA**

Sex: Female

Marital status: Single

Date of birth: November 16, 1997

State of origin: Akwa-Ibom.

**OBJECTIVE**

To be in a position where I could affect and create positive impact on the well-being of the human-kind given my acquired and yet to be acquired skills and knowledge.

**JOB EXPERIENCES**

* **2020-2021: EBONYI STATE GOVERNMENT HOUSE**

Position: ICT Personnel in the Office of the Principal Secretary to the Governor

Duties: Using the Microsoft Suite, I made ready reports and kept records that were used as working documents in the State House.

I also used supporting software, hardware and gadgets to aid in disseminating information, transferring documents and keep records.

* **2018-2019: NIGERIAN CHRISTIAN INSTITUTE**

Position: Administrative Assistant

Duties: Took note of the boss's schedule and served as reminder when necessary.

I, with my Microsoft suite knowledge, prepared documents and made them available for the administrator's use.

Made researches on an intended business venture.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| INSTITUTION | YEAR | CERTIFICATION | INVOLVEMENTS |
| University of Nigeria, Enugu campus, Enugu State | 2014 – 2019 | B.Sc. (Hons) Management(Second Class Upper Division) | Executive member National Association of Akwa Ibom Students Association |
| African Child College | 2011 – 2013 | Senior school certificate (SSCE) | Acted as the health prefect 2011/2012 academic yearWas assistant president and president literary club in the sessions 2011/2012 and 2012/2013 respectivelyActed as the chapel prefect for the academic session 2012/2013 |
| Cedar College, Kubwa.  | 2009 – 2011 | Junior school certificate (JSCE) | One of the representatives of the school in the cowbell mathematics competition, junior category. |
| New Dimension Nursery and Primary, Kubwa, Abuja. | 2001 – 2009 | First school leaving certificate  | Member of the debate, arts and cultural clubs |

**SKILLS**

* Proficiency in Microsoft Office Suite
* Proficient Internet user
* Good communicator
* Multi-tasking

**ADDITIONAL QUALIFICATION**

Member, Nigeria Institute of Management (awaiting)

**TRAININGS**

* Leadership training and tutorials certification at Zion Study Centre, Abuja. (2014)
* Customer Service (Bank Teller) Training and Certification at Roleplay careers (2021)

**INTERESTS AND HOBBIES**

Socializing, Debates & Group discussions, Music and Research

**REFEREES**

**Mr. Agala Christian C. (Evang.)**

Court to Appeal, Enugu Division, Independence Layout Enugu

**080333657323**

**Hon. Clement Nweke**

Principal Secretary to Ebonyi State Governor

**08037201775**