## OMEDE EXCELLENT CHUBIYOJO

# Profile

### Date of Birth: 28th April 1998

### State of Origin: Kogi State

**Sex:**female

### Marital status: single

**Mobile no**: +2348162030997 +2347051685869

**Contact address:** Redeemed Christian Church Of God behind zaranda hotel Bauchi, Bauchi state

**Email address:excellentomede100@gmail.com**

### Career Objective

To employ my knowledge and experience with the intention of securing a professional career with opportunity to tackle challenges and career advancement, while enthusiastically gaining knowledge of new skills and expertise.

# Education and Qualifications

#### 1. B.Sc. Statistics

Kogi State University Anyigba 2016 – 2020

#### 2. Senior Secondary Certificate Examination:

Global College Ojokodo, Ankpa, Kogi state 2009 – 2015

#### 3. Primary School Certificate:

Demonstration primary school, Ankpa, Kogi state 2003 - 2009

# Experience

#### Company / Organization: Helpers charitable foundation, No 212A Samfa plaza, off ndola crescent, wuse 5 abuja

#### Role: secretary Date: 2018 – 2021

#### Responsibility:

* Scheduling meetings
* Documenting financial informations

 Assisting executives with project tasks

 Organizing documents and files

# Skills and Interests

#### Technical Skills:

* Microsoft Office applications including Word, Excel and PowerPoint.
* SPSS

#### Soft Skills:

* Good communication skills
* Critical thinking
* Adaptability to multicultural environment.
* Organization and good administrative skills.

#### Interests:

Reading, travelling and cooking

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# References

**Dr. David Omale HOD** Mathematical sciences kogi state university Anyigba

#### +2348165981963

**Miss.** Ainoko Comfort Ufeli kogi state college of Education Ankpa

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