

Sani, Mercy Akoh

Behind Elim Church, Yelwa Tudu, Bauchi, Nigeria

(C) +23408106283719

(E) sanimercyakoh94@gmail.com

Profile

Date of Birth: 26th August, 1997
Place of Birth: Bauchi state
Nationality: Nigerian
State of Origin: Kogi state, Nigeria
Local Government: Olamaboro
Marital Status: Single

Summary

An individual with innovative and aggressive drive towards fulfilling personal and organizational goals while overcoming obstacles in the most effective and efficient ways possible, who follows Policy and Procedure, with a friendly and professional gesture.

Skills

- Team building and leadership;
- Strong problem-solving, critical judgment, conceptualization, and research skills;
- Effective in working environments where initiative and creativity are encouraged
- Rapid data entry skills;
- Advanced Microsoft office proficiency;
- Analytic and organized;
- Excellent communication skills.

Educational qualification

2016-2019 **BA History and International Studies** (Second Class Upper) **Kogi State University, Anyigba**

2008-2014 **Senior School Certificate Exam.** **Kings International Secondary School, Bauchi.**

2000-2008 **First School Leaving Certificate** **Our Lady's Nursery and Primary School Bauchi**

Experience

Graduate Assistant (NYSC)

Feb. 2021 – Feb. 2022

Department of History and War Studies, Nigerian Defence Academy, Kaduna

- Assisting professors and department with various administrative tasks.
- Organizing undergraduate events.
- Finding information in libraries.
- Conducting various research experiments and analyzing data.
- Designing research methodologies and populating literature reviews.
- Co-authoring research papers with professors.
- Attending seminars and periodically lecturing classes.
- Assisting professor with grading papers.

Classroom teacher

Sept. 2020 – Jan. 2021

Alphabetic School of Phonetics

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.

- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.

INTERESTS

Reading, Information, Swimming.