YAKUBU, KADIJA BLESSING

No. 18 Chief Ogbonna Okocha Street Off Iwofe Road Port Harcourt Email: blessingyakubu740@gmail.com

Tel No: 08106138096, 08055145912

# PERSONAL INFORMATION:

SEX: FEMALE

DATE OF BIRTH: 23RD APRIL 1996

PLACE OF BIRTH: IMIEGBA

MARITAL STATUS: SINGLE

NATIONALITY: NIGERIAN

STATE OF ORIGIN: EDO STATE

RELIGION: CHRISTIANITY LOCAL GOVT AREA: ETSAKO EAST

# CAREER OBJECTIVES:

An ambitious under graduate, striving to focus on a career in Business Administration and Management where skills, unique abilities, knowledge and experience will be acquired to achieve the organizational objectives.

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| **INSTITUTIONS ATTENDED WITH DATE:**Community Primary School, Rumoluemini Port Harcourt | 2004-2010 |
| Community Secondary School, Rumoluemini Port Harcourt | 2011-2016 |
| Kenule Beeson Saro Wiwa Polytechnic, Bori (OND) | 2017-2018 |
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| **EDUCATIONAL QUALIFICATIONS WITH DATE:** |  |
| National Diploma in Business Administration and Management | 2018 |
| West African Senior Examination Council | 2016 |
| First School Leaving Certificate (FSLC) | 2010 |

# WORKING EXPERIENCES:

**WEATHER FORD – 37 TRANS AMADI INDUSTRIAL LAYOUT, PORT HARCOURT, RIVERS STATE HUMAN RESOURCE INTERN**

* Proper Arrangement/Update of Employee’s Files in Segment as Instructed
* Actively Involved in Weekly Safety Meetings
* Preparation of all Intern’s Payroll
* Accurate Calculation of Employees’ Overtime
* Update of Employees’ Medical Certificate

# FELPET NIGERIA LIMITED PORT HARCOURT EXPEDITING INTERN

* Arranging of Files
* Taking Proper Record of Goods when Arrived

# QUALITIES:

* Ability to work under pressure.
* Ability to carry out assigned duties.
* Trust worthy, honest and smart.

# SKILLS:

* Public Speaking
* Team Work
* Fashion (Makeup)
* Computer Appreciation
* Self Motivated

# HOBBIES:

Reading, Singing and Dancing.

# REFERENCES:

Available up on request.