**AKPO MERCY OGHENE**

*ATBU STAFF QUARTERS, BAUCHI.*

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**E-mail**: akpomercyoghene601@gmail.com

**CAREER OBJECTIVES**

Looking to secure a new challenging role where previous skills and experiences can be applied. The knowledge gained from my experienced institutions such as Jojerah media and digital center has shaped my ability to adapt quickly.

**PERSONAL DETAILS**

Nationality Nigerian

State of origin Delta State

Date of birth June 20, 1999

Marital status Single

Sex Female

L.G.A. Ughelli South

**INSTITUTIONS ATTENDED WITH DATES**

Federal Polytechnic Bauchi 2021

City Comprehensive Secondary School 2016

Police Children Nursery and Primary School 2010

**QUALIFICATIONS** **OBTAINED**

National Diploma in Surveying and Geo-informatics 2018

Higher National Diploma in Surveying and Geo-informatics 2021

Senior School Certificate Examination (SSCE) 2016

First School Leaving Certificate (FSLC) 2010

**WORKING EXPERIENCE**

* Student Industrial Work Experience Scheme (SIWES) In the office of the office of Director General, Ministry of Land and Surveying, Bauchi State.
* Office secretary at Jojerah Media and Digital Center.
* Front desk attendant at Monks Med.

**JOB DESCRIPTION**

* Typing of Meetings Minute.
* Composing of letters to be sent via E-mails
* Front desk attendant to clients
* Orderliness of office equipment and tools
* Monthly Financial records
* Dispatching of Memos and Taking part in Report Writing.

**SUMMARY OF TECHNICAL SKILLS**

Office tools: Proficiency in Microsoft word.

**GENERAL SKILLS**

* Good analytical person
* Result oriented attitude
* Ability to work with minimal supervision
* Punctuality at work

**INTEREST/HOBBIES**

Reading, Researching and Singing.

**REFERENCES**

* Mr Seth Francis

Chairman

Jojerah Media House

08065881037

* Miss Blessing Ejiro

09121329292

Estate Valuer,

Garki, Abuja

* Mrs Magret Ogiri

08023742444, 07066593465