

Okafor Chidimma Grace

No42 Isterum Rigung, Rukuba Road, Jos, Plateau State.
08101209113 | chidimagrace74@gmail.com

Personal Details

- Date of Birth : 05/03/1994
- Marital Status : Single
- Nationality : Nigerian
- State of origin : Anambra
- Town : Abba
- LGA : Njikoka
- Sex : Female

Objective

To work in an environment which encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately.

Experience

- **Adamu Tafawa Balewa College of Education, kangere, Bauchi State.** April, 2021 - February, 2022
Junior assistant exam's officer (NYSC)
 - Ensuring that student's scripts were properly arranged.
 - Ensuring that student's marks were carefully recorded.
 - Ensuring that results are issued out at the appropriate time.
 - Attending to student's complaints.
- **National Home Grown School Feeding Programme (NHGSFP), Bauchi Zone, Bauchi State.** August, 2021 - November, 2021
Enumerator officer
 - Locating the various government primary schools listed.
 - Capturing the data of the Cooks in that school, head teacher as well as the students particularly from primary one to three and finally upload them.
- **Green Park hotel, Jos, Plateau State.** January, 2020 - March, 2021
Receptionist
 - Greeted and made customers feel welcome.
 - Kept records of all the customers
 - Confidentiality at its peak.
 - Provided adequate services to customers

Education

- **Nnamdi Azikiwe University, Awka** 2019
History/ international relations
- **Busy international, Nimo** 2014
Secondary School
- **St Augustine nursery/ primary school, Abba.** 2006
Primary school

Certifications

- National Youth Service Corps Discharge Certificate - 2022.

- Bachelor of Arts in History and International Studies (2nd Class Upper Division) - 2019
- West African Senior School Certificate (WAEC) - 2014
- First School Leaving Certificate - 2006

Skills

- Computer literate
- Excellent team player
- Hardworking
- Ability to work under minimal supervision
- Problem solver
- Sales

Language

- English
- Igbo

Interests

- Cooking
- Surfing through internet
- Seeing movies
- Traveling
- Hanging out

Core Values

- Honesty
- Diligence
- Integrity
- Punctuality

Reference

- **Mallam Sani** - "Adamu Tafawa Balewa College of Education, Kangere, Bauchi State."
Exam's officer
07033171334
- **Mallam Jamilu Mohammed** - "NHGSFP"
Coordinator
08100252535
- **Chief Joseph Okafor** - "Green Park hotel, Jos, Plateau State."
CEO
08038381935