

MARTINS KEZIAH UGBANA

NO.39 RUMUOKALAGBOR ROAD, OFF VICTORY AVENUE,
PORTHARCOURT, RIVER STATE.

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CAREER VISION-

To work in a preeminent, highly professional, merit driven and result oriented organization with strong business and social values. My mission is to strive for excellence and move the organization forward through customer satisfaction and realization of company's aims and objectives.

PERSONAL DATA-

Gender: female

Date of birth: April 2nd, 1996

Marital status: single

Nationality: Nigerian

State of Origin/LGA: Rivers State, Andoni

ACADEMIC QUALIFICATION-

National Youth Service Corps Certificate,2022.

HND in Accounting. Akanu Ibiam federal polytechnic, unwana, Afikpo, Ebonyi state, 2019, Upper Credit

WORK EXPERIENCE AND ACCOMPLISHMENTS-

Organization: KEVQUEEN GROUP OF SCHOOL, ONDO STATE, NIGERIA.

Date: April 2021

Position: Teacher

Job Description

- Classroom planning and management
- Student evaluation and grading
- Keeping and updating students' academic record
- Monitoring students' progress and giving progressive analysis for personal development

Organization: AL-INSHIRAH PHARMACY & SUPERMARKET, KING PEREKUNLE, GRA PHASE 2, PORTHARCOURT

Date: 2019-2020

Position: CASHIER/ACCOUNTANT

Job Description

- Financial analysis
- Customer relations

Organization: RIVERS STATE INDEPENDENCE ELECTORAL COMMISSION (RSIEC), PORTHARCOURT, NIGERIA.

Date: 2017

Position: SECRETARY

Job Description

- Perform routine database check and data collection

Organization: MINDSET INTEGRATED SERVICE

Date: 2016-2017

Position: SUPERVISOR

Job Description

- Perform routine database check and data collection
- Health consultation
- Health analysis and advertisement

Organization: FEDERAL COLLEGE OF AGRICULTURE ISHIAGU, EBONYI STATE.

Date: 2015-2016

Position: OFFICE CLERK

Job Description

- **Perform routine database check and data collection**
- **Document analysis**
- **Keeping and updating students' academic records**

CORE VALUES-

- **Good time management**
- **Keen attention to details**
- **Loyalty and commitment**
- **Result oriented**
- **Good communication skills**
- **Ability to analyze information**

HOBBIES-

Travelling, writing, Reading

REFEREES-

Hon.Isaruk Ugbana Martin

Commissioner, RSIEC

Portharcourt, Rivers State

Nigeria

07062755147

Mrs. Princess Martins

Civil Servant

Portharcourt, Rivers State

07060438757