**OKAFOR CHIDINMA VIVIAN**

1, Oyo Street, Mushin, Lagos.

G-mail: vivianmichael60@gmail.com

Tel: 08137429442

State of Origin: Imo State

L.G.A. Orsu

Nationality: Nigerian

Date of Birth: 11th March, 1991

Sex: Female

**CAREER OBJECTIVE**

To pursue an enduring and rewarding career in an organization that equally offers a broad scope of challenges cum opportunities for self-development and growth.

**SCHOOLS ATTENDED**

* National Youth Service Corps, Ekiti State

Success College, Ofigba, Ise-Ekiti 2017-2018

* The Polytechnic, Ibadan (HND) 2015-2016
* The Polytechnic, Ibadan (ND) 2011-2013
* Lagos State Vocational Training and Skill Acquisition Centre 2018
* Babs Computer Institute 2011
* Vision & Mission Global Service 2010
* Estate Grammar School 2001-2007
* Mushin Public School 1996-2001

**QUALIFICATIONS OBTAINED**

* National Youth Service Corps Certificate 2018
* Higher National Diploma in Public Administration 2016
* National Diploma in Public Administration 2013
* Certificate in Computer Studies 2018
* Certificate in Computer Appreciation 2010
* Certificate in Computer Desktop Publishing 2011
* Senior Secondary School Certificate 2007
* Primary School Leaving Certificate 2001

**WORKING EXPERIENCE**

**Hope-Araromi Nursery and Primary School** 2010-2013

42,Shokunbi Street, Mushin Lagos

**Job Function**: Teacher

**Anabeto Investment Limited**  2014

2/4, Abiodun Street, Mushin Lagos

**Job Function**: Secretary

**INTERESTS**

Reading extensively, Meeting People, and Browsing the Internet

**QUALITIES AND SKILLS**

* Proactive minded and goal oriented
* Ability to work with little or no supervision
* Flexible,gentle and a good listener
* Good interpersonal relationship skill
* Team player and goal getter

**OTHER COMPETENCES**

Ability to use: Microsoft Word, Microsoft Excel and Corel Draw

**LANGUAGES SPOKEN**

English, Igbo and Yoruba

**REFERENCES**

**MR. FAMILUJI FEMI MR. EZEH SEBASTIAN**

Administrative Officer Branch Manager

Hospital Management Board Artleon Communications

Ekiti State, 31, Shopeju Ladipo Estate

Nigeria. Ikeja, Lagos State.

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