

YARO BENJAMIN

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- No. 25 Nelson Mandela Street
Asokoro Abuja.

□ Skills

Interpersonal skills and team work

Self-motivated and target oriented.

Ability to learn, pay attention to details and work under pressure and tight reporting schedule.

Good oral written communication

Leadership

Competent in the used of Microsoft office

QPSMR software

ODK software

Plumbing skill

□ Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

□ Experience

- Noipolls Maitama Abuja 2019 - 2021
Data analyst
Data collection through telephone calls and analyzing the data
- National emergency management agency (NEMA). Ekiti state operational office ado Ekiti. 2017 - 2018
Administrative assistant (NYSC)
Managed all calendar of appointment, filed expense reports, and composed and prepared confidential correspondence.
- National emergency management agency (NEMA)
Headquarters Maitama Abuja 2013 - 2014
Protocol assistance officer (industrial training).
 - Managed an active calendar of appointments, filed expense reports, and composed and prepared confidential correspondence
 - Handled all domestic and international travel reservations, cutting the organization travel expenses.
- The redeemed Christian Corpers' fellowship (RCCF) ado-Ekiti Ekiti state 2017 - 2018
State president
To oversee the activities of the Coper's serving and

living in the redeemed Christian corpers fellowship
family houses in all the local government of the state
and to also manage the fellowship affairs.

- The redeemed students fellowship Nuhu Bamalli polytechnic Zaria Kaduna state *2015 - 2016*
President
To oversee the activities of the members and to manage the fellowship affairs in the campus
- The redeemed Christian church of God great king zone, Nasarawa province 4, Karu LGA Nasarawa state
President (youths and young adults affairs) *2021 -*
To oversee the activities of the youths and young adults in 29th parishes and also manage the youths' affairs in the zonal headquarter
- LEA primary school Gora, kwoi, Jaba LGA Kaduna state
Headboy *2002 -2003*
To oversee the activities of the boys in the school and to make sure they are in compliance with the school rules and regulations.

□ **Education**

- Nuhu Bamalli Polytechnic Zaria *2016*
Higher National Diploma (HND) Public Administration
2.80