# Agatha Lawrence

No. 109 Uguwan Waziri Barkallahu, Opp NTI Zaria Express Road Kaduna State.

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**agathalawrence52@gmail.com**

## CAREER PROFILE:

I am a graduate of Printing Technology from Kaduna Polytechnic, who combined studies and other commitments. In achieving this, I have shown myself to be self-motivated, committed and determined in achieving my goals, come what may. I have also demonstrated good negotiating and organising skills, a firm sense of responsibility and my capacity to work hard under pressure. I possess excellent verbal and written communication skills; most of my working experience involves working within a team-based culture which involves planning, organising, coordinating and commitment.

**BIODATA:**

Date of birth: 27/02/1994

Nationality: Nigerian

Gender: Female

Marital Status: Single

Spoken Languages: English and Hausa

## EDUCATION:

Kaduna Polytechnic, Kaduna State – **HND Printing TECHNOLOGY, 2020**

Dr Shehu Lawal Giwa Girls Govt Secondary School Zaria, Kaduna State – **Senior Secondary School Certificate, 2012.**

National Teachers Institute Nursery/Primary SchoolRigakichikun Kaduna, Zaria Express Road Kaduna State- **Primary certificate, 2006.**

## WORKING EXPERIENCE:

**NATIONAL YOUTH SERVICE CORP (NYSC) November 2021.**

**Century Gateways Nig. Ltd. Ado-Ekiti State**

* Front desk officer/Secretary

**INDUSTRIAL TRAINING 2017**

**Hamtul Printing Press Bishichi Road Barkin Ladi Plateau State**

* Works in prepress section(Computer section)

**COOL ME TABLE WATER. 2013**

* Works as the Secretary to the organization

## ACHIEVEMENTS:

* Successfully obtained a Professional Certificate in Data processing

**INTERNATIONAL INSTITUTE OF PROJECT AND SAFETY MANAGEMENT (IIPMS) 2021**

* Successfully obtained a Certificate in Human Resources Management

**INTERNATIONAL INSTITUTE OF PROJECT AND SAFETY MANAGEMENT (IIPMS) 2021**

## INTEREST:

I take pleasure in executing any task given to me to my best capability, reading of books, learning new things, love research and achievement goals

## SKILLS:

* Ability to assess the computer
* Good Knowledge.
* Team building ability.
* A good manager of time.
* Keen attention to details
* A good and fast problem solver.
* Willingness to learn. I am keen to develop my understanding and acquire new skills through employment.
* High level of responsibility and communication.

**REFEREES:**

**ALHAJI ABDULHAMID GUTI**

Economy Monitoring, Multilateral and Research(EMMR) Department,

Office of the Secretary to the Government of the Federation

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**MR EMMANUEL EBUTE**

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