**MADUMERE GLORIA C.**

**PERSONAL DATA**

**Sex:** Female

**Date of Birth:** 14 October 1994

**Nationality:** Nigerian

**Ethnicity:** Igbo

**Religion:** Christianity

**State of Origin:** Imo

**LGA :** Ikeduru

**Residential Address:** No 1Chibundu Street off Rumuodara, Obio/Akpor-,Port Harcourt

**E-mail:** christablemadumere@gmail.com

**Mobile No:** 07031145245, 08076468803

**CAREER OBJECTIVES**

To strive for excellence and precision at all time in all position and Circumstance. Ability to work cooperatively, across cultures and organizational boundaries to achieve shared goals, would not hesitate to sacrifice time and resources to support Colleague within and outside my functions in the best interest of the agency.

**EDUCATION AND QUALIFICATIONS OBTAINED WITH DATES:**

* Captain Elechi Amadi Polytechnic Port Harcourt 2018 - 2019

**OND Marketing**

* Millemium High School 2011 – 2016

**Senior School Certificate Examination (SSCE)**

* Airforce Nursery and Primary Port Harcourt 2000 – 2006

**First School Leaving Certificate (FSLC)**

 **WORKING EXPERIENCE:**

 Idioha Cement Industry 2017-2018

* Completing all documentation.
* Ensuring progress on schedule and within budget.
* Meeting Customer and follow up customers calls when necessary.
* Creating Purchase orders.
* Route calls to appropriate resources.

**CORE SKILLS:**

* **Proficiency in Microsoft Office (WORD)**
* **Willing to take responsibility in all aspects of assigned project.**
* **Ability to work to tight timescales and key milestones.**
* **Excellent communicator.**
* **Successful in multitasking and meeting deadlines.**
* **Client Relationship Management (CRM)**
* **Facility Management.**
* **I give frequent, specific, and immediate feedback.**
* **Goal focused.**
* **Loyal and Honest.**

**HOBBIES:**

* **Studying, and Travelling**

**REFEREES:**

* **Rev. Fr. Anthony Akpan CSSp.**
* **Mater Misericordiae Catholic Church Port-Harcourt**

**Tel: 07034396844**

* **Mr. Austin, Ezugwu**

**Tel: 08037739484**