**JOY MICHEAL AKOH**

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**AIMS AND OBJECTIVES**

To reach the peak of my chosen career and achieve sound experience in both theoretical/practical disposition for the attainment of organization goal through honesty and hard work, provide excellent top, quality services and contribute positivity to the growth and development of the organization, and also gather rich and extensive professional experience to effectively discharge my duties in a fulfilling, dynamic and challenging work environment

**BIO DATA**

Sex: Female

Date of Birth: 8th January, 1994.

State of Origin: Kogi State.

L.G.A: Olamaboro

Marital Status: Single

Religion: Christanity

Nationality: Nigerian

***EDUCATIONAL BACKGROUND WITH DATE***

* National Youth Service Corps

***Nysc Certificate 2022***

* Federal Polytechnic, Bida, Niger State

***Higher National Diploma (HND) in Public Administration 2019***

* Federal Polytechnic, Bida, Niger State

***National Diploma (ND) in Public Administration 2016***

* Wisdom Comprehensive College, Mararaba, Nasarawa State

***Senior School Certificate Examination (WAEC/NECO) 2013***

* Jip Nursery & Primary School, Jikwoyi, Abuja

***First School Leaving Certificate (FSLC) 2005***

***PROFESSIONAL QUALIFICATION***

* Project Management Professional (PMP)
* Human Resource Management (HRM)

***PROFESSIONAL SUMMARY***

* Result oriented generalist with vast analytical skills
* Ability to improvise and a fast learner.
* Extremely organized and capable of managing multiple and varied projects/assignments.
* Strong inter personal skill and ability to lead and work with team members
* Effective communication skills.

***WORKING EXPERIENCE***

* Karu Local Government Secretariat ***2021 – 2022***

***Post Held:*** Secretary

* Salem’s Beauty World ***2019 – 2021***

***Post Held:*** Beautician

***Roles:***

* Interacted with customers & got them acquainted with new products.
* Carried out periodic marketing & made multiple sales.
* Provided professional beauty services to customers.
* First City Monument Bank (FCMB) ***2017 – 2018***

***Post Held:*** Customer Service Representative

***Roles:***

* Attended to customers' complaints & requests.
* Arranged all documents and account opening packages appropriately.
* Provided information regarding the bank's products, services & policies to customers.
* Tracy’s Beauty Blend ***2014 – 2015***

***Post Held:*** Beautician

***Roles:***

* Provided professional beauty services to customers.
* Channeled relevant information about new products & services to customers.
* Recorded optimum profits through aggressive marketing & effective prospect conversion.
* Stejeans Tabletop ***2012 – 2013***

***Post Held:*** Computer Operator

***HOBBIES***

* Cooking
* Reading and studying
* Travelling
* Learning new skills

***REFERENCES***

***Available on Request….***