

# OZI-YUSUF MERCY AHUOIZA

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## EDUCATION

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2020 till date.

National Open University of Nigeria  
PGD Peace and Conflict Resolution.

2012 - 2017

Federal University Lokoja, Kogi State.  
BSc Political Studies.

2003 - 2009

Hanatu Memorial College, Kano State.  
Senior Secondary Certificate Exams

## RELEVANT EXPERIENCE

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March 2020 - February 2021

### **RUEBENSON BROTHERS & CO.**

- I worked as an executive assistant. preparing financial reports, memos, invoice letters, and other documents, answering phones, handling basic bookkeeping tasks, and filing and retrieving corporate records, documents, and reports. Helping prepare for meetings. Greeting, attending, and deciding if visitors should be able to meet with executives.
- I was also in charge of correspondence, answering phone calls, and redirecting them when necessary.

January 2012 - April 2016

### **Messrs CYNERGY ASSOCIATES LTD.**

- I did my NYSC service in Cynergy Associates Ltd., Jos, Plateau State. Cynergy Associates is a Quantity Survey Consultancy firm with lots of projects, the majority of which are in the University of Jos.
- I served as a secretary and I was actively involved in all administrative activities.

January 2009 - April 2018

### **God's Harmony furniture Eleganza, Anambra State**

- Managing the entire activities of the company, which includes production and marketing of goods
- Identify the risks, and implement the corrective measures in relation to the relevant department.
- Checking daily activities in the factory and providing professional advice, guidance, and recommendations.

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### **Extracurricular activities**

- I have also been involved in some other management activities over the years, some of which are as highlighted below;
  - I served as the Director of Student Affairs, NAKOSS
  - I served as the treasurer in the Community Development Service under INEC
  - I served as vice-president, NAES

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### **TECHNICAL SKILLS**

- Preparing budget
- Physical Measurement
- Balancing of Ledger accounts
- Work Breakdown Schedule (WBS)
- Cost Estimation
- Supervision
- Microsoft Office packages

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### **LANGUAGES**

- English (Proficient)
- Igbo (Proficient)
- Epira (Proficient)

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### **REFERENCES**

**Available on Request**