

IKEONYEIJJE OLUCHI ESTHER

Phone no: 09035799592
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Address: Stephen Gerald, Rafin opposite Faith Revival Church, Bauchi State
Born: 14th December, 1998
Origin: Anambra State
Marital Status: Single

OBJECTIVE: To execute and perform all duties with commitment, diligence and honesty, bearing in mind the objectives of the organization and contributing to the attainment of set out goals and objectives.

EDUCATIONAL /QUALIFICATION

Federal Polytechnic Oko,
Anambra, Nigeria.

National Diploma in Science Laboratory Technology **2017**

Queen Ad Secondary School, **2014**
Zungeru Road Sabon Gari,
Kano State.

WAEC/NECO

Foundation Nursery and Primary school,
Nguru Road Noman's land,
Kano State, Nigeria.

First School Leaving Certificate **2009**

WORK EXPERIENCE

INTERNSHIP

Skye Bank Plc
kano State

2018

COMPUTER SKILL

- General Computer Knowledge
- Proficiency in Microsoft Office packages
- Ability to work with Windows operating systems
- updating records in the computer

ADMINISTRATIVE SKILL

- Providing administrative and clerical services in order to ensure effective and efficient administrative operations.
- Administration accuracy in preparing and entering information
- Communication and data entry skill, maintaining general office files,

- Ability to communicate with clients, set up meetings and excellent presentation skills.
- Organizing written records and accurately typing the information into the computer system
- Sending out emails, making copies and sorting the mail.

PERSONAL PROFILE

- Ability to maintain strict confidentiality in performing the duties of an Administration Officer
- Ability to perform duty with little or no supervision
- Concentration and honesty in carrying out duties
- Self-motivation and target oriented
- High level of interpersonal relationship and sound communication skills
- Ability to speak English, Hausa & Igbo fluently
- Ability to make meaningful suggestions and strategic decisions when needed

INTEREST

Meeting people and impacting on them positively

REFEREES

Mr. Emmanuel Odiegwu

Merlogs International Agency Ltd.,
23 Yoruba Road shop B1,
Sabon Gari Kano state,
Tel. 09064303400

Mr. Chibuzor Emmanuel Ikeonyeije

Manager,
Pal Pharmaceutical Industry Ltd
Plot 102, Maganda Road,
Bompai industrial layout,
Kano
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