## PAUL ABIGAIL OGENE

Behind Bethel Prayer House Yelwa Bauchi.

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**SEX:** Female

**DATE OF BIRTH:** 03 October 1993

**MARITAL STATUS:** Single

**RELIGION:** Christianity

**NATIONALITY:** Nigerian

**STATE OF ORIGIN:** Kogi

**L.G.A:** Omala

## **CAREER OBJECTIVE**

Self-motivated individual with a desire to make best use of my skills and constantly improve self for career excellence while maintaining high standards and achieving organizational goals and targets.

## **EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES**

* Federal Polytechnic Nasarawa, Nasarawa state. (2015 - 2017)
* Federal Polytechnic Nasarawa, Nasarawa state. (2012 -2014)
* ECWA High School Keffi, Nasarawa State. (2004 - 2010)

## **ACADEMIC QUALIFICATIONS**

* |HND| Office Technology and Management |Distinction|
* |OND| Office Technology and Management |Upper Credit|
* |WAEC| Senior Secondary School Certificate.
* |FSLC| First School leaving Certificate.

## **WORK EXPERIENCE**

* **BeeBeeJump International** (2019)

**Designation: Customer Service officer**

**DUTIES**

* Informing customers about company’s products and services
* Selling of Products to customers and ensures it is delivered
* Listens and writes down customers complaints and treat
* Submit daily, weekly and Monthly report to appropriate department.
* **Mountain Top University |NYSC|** (2018 - 2019)

**Designation:** Secretary– (Dean, College of Basic and Applied Science)

**DUTIES**

- Prepared and disseminated correspondence, and memos.

- Answered calls and took messages.

- Filed and updated contact information of employees, suppliers and external partners.

- Developed and maintained a filling system.

* **Independent National Electoral Commission (INEC)** (2019)

**Designation:** Assistant Presiding officer 1

**DUTIES**

- Checked and collected voters card

- Verified voters card

- Scanned voters fingerprint

* **Independent Living for People/ MTN Foundation** (2015)

**Designation: Volunteer/Usher**

**Duties**

- Entered applicants data into the system

- Assisted with verification of Potential Beneficiaries of the project

- Co-ordinated and managed the distribution exercise where the beneficiaries of the project from 21 Local government of Kogi state were given the aid that meet their various needs.

## **PROFESSIONAL QUALIFICATIONS**

* Advanced National Diploma in Secretarial Studies |ANDSS| (2017)
* Diploma in Computer Appreciation

## **AWARDS**

* **National Association of Office Technology and Management Students**
* Merit Award |Director of Academics, 2017|
* **Smart Speakers Academy/Student Union Government, (THE HOT SPOT’17)**
* Award of Distinguished service |Director of Academics, 2017|
* **National Association of Office Technology and Management Students.**
* Merit Award |Auditor General, 2014|

## **KEY SKILLS AND STRENGTH**

* Excellent communication and writing skills
* Very good organizational and analytical skills
* Proficiency in Microsoft Office (MS word, Excel, Presentation etc)
* Good level of Integrity and honesty.
* Team and valuable player
* Good typing skills (WPM 120)

## **HOBBIES**

* Reading, Singing, Teamwork and Sport.

## **REFEREES**

Prof. A.I. Akinwande Mr. Francis Olaniyan

Mountain Top University BeeBee Jump International

Prayer city, Ogun state. Ikeja, Lagos State.

Contact details Available on Request Contact details Available on Request

Mr. Daniel Nathaniel

Independent Living for People/MTN Foundation

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