**IKPEAMA PATRICIA CHINONYE**

**18, Drive B Saraha Main Estate, Lokogoma, Abuja.**

**Tel: +2347039895533**

**Email:** [**ikpeamatrisha@gmail.com**](mailto:ikpeamatrisha@gmail.com)

**CAREER OBJECTIVE:**

To contribute to the mission and goal of any organization applying a strong sense of ownership and professionalism.

**PERSONAL DATA**

Date of Birth: 4th May, 1991

Sex: Female

L.G.A: Isiala Ngwa North

State: Abia State

Marital Status: Single

**EDUCATION**

2016 Federal Polytechnic Nekede, Owerri, Imo State.

Higher National Diploma(HND) Accounting

2012 Federal Polytechnic Nekede, Owerri, Imo State.

National Diploma(ND) Accounting

2008 Bosworth College International, Oshodi, Lagos State.

West Africa Senior School Certificate Examination(WASSCE)

2002 Lord Shepherd Nursery and Primary School, Oshodi, Lagos State.

First School Leaving Certificate(FSLC)

**PROFESSIONAL EXPERIENCE:**

**Unity Bank Plc, Utako Branch, Abuja,** July, 2018 – January 2020

**Direct Sales Agent**

**Job Description:**

* Opening and Managing Accounts
* Picking up cash from customers
* Reactivation of customer’s accounts

**Government Day Junior Secondary School, Katuka,** May 2017-April 2018

**Kiyawa, Jigawa State.**

**Class Tutor**

Job Description:

* Planning, preparing and delivering lessons to all students in the class.
* Teaching according to the educational abilities and achievements of the individual, student and group of students.
* Adopting and working towards the implementation of the school development plan.
* Assigning work, correcting and marking work carried out by each student.
* Assessing, recording and reporting on the developmental progress, attainment and behavior of students.
* Teaching service and classroom management.
* Providing or contributing to oral and written assessment, reports and reference relating to individual student or group of students.
* Participating in arrangement within an agreed national framework for the appraisal of student performance.

**Gofkal College International, Abuleijoko, Ogun State.** Jan.2016- March 2017

**Job Description:**

* Promoting general progress and well being of students.
* Providing guidance and advise to students on educational, social and on their further education and further careers.
* Communicating, consulting and cooperating with other members of the school staff.
* Reviewing and evaluating my teaching methodologies
* Advising and cooperating with the heads of unit and educational officers in the development of the school.
* Ensuring high standard of professional practice.
* Maintaining good order and discipline among students under my care.
* Ensure safety at all times.

**JIDE Construction Company, Port Harcourt, Rivers State.** Sept. 2012 - Aug. 2013

**Industrial Training**

**Job Description:**

* Workforce planning and employment.
* Develop, extract, maintain and update key human resource metrics and other workforce management data, such as turnover, recruitment costs, demographic profiles, terminations and skill shortages.
* Work with departmental managers to identify current and prospective staffing requirements, prepare and post notices and advertisements, gather and screen applications.
* Create human resource programs and activities that foster relationships among employees.
* Department stock keeping control.

**SKILLS AND COMPETENCIES**

* Ability to relate with people across different levels.
* Knowledge of organizational culture management communication.
* Creative and innovative, uncompromising interest for learning and growth.
* Ability to use microsoft packages and the internet
* Commendable enthusiasm for assigned responsibilities.
* Strong sense of accountability and responsibility for assigned duties.

**HOBBIES:**

Watching football and cooking

**SPOKEN LANGUAGES**

Igbo, Yoruba, English

**REFEREE:**

**Available on request.**