**KANU CHIDINMA FAVOUR**

**Contact Address:** Borehole, Opposite General House, City College, Mararaba, Karu Local Government Area, NasarawaState

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| **PERSONAL DATA:**  Nationality: Nigeria  State of Origin: Abia State  Date of Birth: 12th August, 1994  Sex: Female |
| **OBJECTIVE**  To effectively and efficiently contribute to the growth and development of the organization and to achieve total potential by increasing my skills and working with a team that will enable me develop in a professional manner.  **PERSONAL SKILLS AND ABILITY**  Ability to get result  Good Communication Skills  Good inter personal relationship  Problem solving skills |
| EDUCATION AND QUALIFICATION WITH DATE   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | **National Youth Service Corps (NYSC) 2018**  **Abia State University Uturu**  Bachelor of Science (B.Sc.) in Economics **2016**  **Carol. P International College, Aba**  West African Examination Council (WAEC)  **2011**  **Functional and Core Competencies**  MS word, MS Excel, Power point, Access and Internet Skills  **WORKING EXPERIENCE+**   |  | | --- | | **National Youth Service Corps (NYSC)**  National Judicial Council  Salary Unit  **Responsibilities**   * Computation of Council’s Member Salaries and Allowances * Assisting in Receiving and dispatch of files as well as Mails. * Assisting in Preparation and Computation of Staff Salaries   **K and Sons Plant Hiring Services, Owerri, Imo State**  Cashier  **Responsibilities**   * Recording of day to day sales * Making payment of company’s purchases * Depositing of daily incomes to the bank   **Jagton Platinum Suites**  Opposite St. Donald Catholic Church, Karu Site, Abuja  Front Desk Officer  **Responsibilities**   * Handling of Calls * Checking IN and OUT of Guest * Updating of guest form in the system * Recording of day to day transaction   **Tour Empire Vacations Club**  Wuse zone 5, Abuja  Telemarketer  **Responsibilities**   * Contacting business and private individual by telephone to promote services * Explaining the company’s services to the potential customer’s * Scheduling appointment for sales staff to meet prospective customers   **PROFESSIONAL CERTIFICATE**   * Certified Human Resources Management (CHRMP) **April 2018**   Formazione Bus. School.     * .Certified Customer Service Relationship Management **April 2018**   (CCSRM) Formazione Bus. School   * Professional Membership (Graduate Member) **April 2018**   Formazione Bus. School  **INTEREST/HOBBIES**  Traveling and Sport  REFEREES  **BLDR. Goodfrey OC Odionyenma**  Coordinating Director,  Industrial Maintenance Service,  And Fabrication Centers,  Federal Polytechnic Nekede, Owerri, Imo State  08037759975  **Okafor Arinze Samuel, CNA**  National Judicial Council,  Abuja.  08061526725 | |  | | | |  |  | |  | | | |  | |
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