**BALA RUTH ANTHONY**

**Address**: NO. 13 Anglican Street Area 1 masaka, Karu LGA, Nasarawa State E-mail: ruthbalaanthony@gmail.com

**Tel:** 08175775142, 09022389464

**CAREER PROFILE:**

A dynamic graduate of Business Administration, seeking to build a career with high standard of administration, customer service and corporate services, where I will be responsible to solve problems for the public, meet and exceed expectations and provide excellent brand image for my organization. I possess good communication, interpersonal skills, and analytic thinking skills. Loves meeting people and excellent result-oriented personality.

**PERSONAL INFORMATION**

**Date of Birth:** 12th August, 1996

**Place of Birth**: Kaduna State

**State of Origin:** Kaduna State

**Local Govt.:**  Zango-Kataf

**Marital Status:** Single

**Religion:** Christianity

**Nationality:** Nigerian

**EDUCATION AND QUALIFICATIONS**

National Youth Service Corps **(NYSC)** 2018-2019

ISCG University, Republic of Benin 2015\_2017

***B.Sc.***(Business Administration)

Dorben Polytechnic, Abuja 2013-2015

***ND***(Business Administration)

Anglican Junior Seminary Kafanchan, Kaduna State (SSCE) 2005-2011

Pilot Science Primary School, Masaka, Nasarawa State (FSLC) 1999-2005

**PROFESSIONAL CERTIFICATES OBTAINED**

* Certificate in Computer Application
* Certificate in Culture and Tourism
* Certificate in Entrepreneurship Development Workshop/Seminar

**EXPERIENCE**

State School 1 Otuoke/Otuaba, Bayelsa State **(NYSC)**  2018-2019

**Position** (Class Teacher)

Corpers Association, Bayelsa State 2018-2019

**Position** (General Financial Secretary)

FCT Water Board, FCT-Abuja 2014

**Position:** (Auditor) Industrial Training

Rodam Computer Training School 2012

**Position**: (Operator)

**SKILLS, COMPETENCE AND CORE VALUES**

* Good Communication and interpersonal skills
* Excellent oral and written communication skills
* Good interpersonal skills
* Result Oriented and sharing creative ideas
* Ability to work with little or no supervision
* Ability to work as a team

**QUALITIES**

* Good Initiative and Creativity
* Focused, Committed and Diligent
* Patient Insightful, Honest and Strong Wiilled

**LANGUAGE SPOKEN**

* Proficient in Atyap, English and Hausa

**HOBBIES**

* Reading, Athlete, Singing, Motivating People and Writing

**REFEREES**

Ven. (Dr.) Luka Allu (JP) – Archdeacon

**Tel: 08035913155**

Mr Didam Kankyang

**Tel**: **07033203861**