

# BLESSING MAKARABA

**Address:** Ojodu, Berger, Lagos State, Nigeria, **Tel:** 08167672019, 08050883023,

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

**Date of Birth:** 4th July 1996, **Sex:** Male, **Marital Status:** Single.

## CAREER SUMMARY:

A **detailed-oriented**, **canny** and **astute mathematician** with prowess in computational techniques, algorithms; possessed with the aptness of **analyzing** large quantities of data, presenting arguments and conclusions with accuracy and clarity, working methodically, and **teamwork**/working independently.

A **fast-learner**, with the proven ability to excel in a fast-paced environment and **communicate effectively** at all levels and adapt readily to new challenges. Equipped with these arts, my aim is to contribute to the **resolution** of problems within any sector.

## FUNCTIONAL COMPETENCIES:

- Problem Resolution
- Decision Making (Analytical)
- Result and Detail Oriented
- Analyze and Interpret Data
- OBD II (Car Diagnosing)
- GPS (Tracking of Automobiles)
- HTML (Hypertext Markup Language)
- CSS (Cascading Style Sheets)
- JavaScript
- Accurate and Fast-Paced Numeric Skills
- Excellent Communication and Writing Skills
- Microsoft office (Word, Excel and PowerPoint)
- Approachable and Friendly
- Flexibility/Adaptability

## EDUCATION:

- **Bachelor of Science in Mathematics** 2017  
Delta State University, Abraka  
*First Class*
- **Certificate of National Youth Service Corps** 2018  
Osun State College of Education, Ilesa
- **Senior Secondary School Certificate (SSCE)** 2012  
Damasia College, Warri

## PROFESSIONAL CERTIFICATIONS AND TRAINING:

- Diploma in Facility Management 2018
- Post-Graduate Diploma in Project Management 2018
- System Security Skills 2018
- Data Processing and Graphics 2012

## WORK EXPERIENCE:

Osun State College of Education, Ilesa

Nov. 2017 –Oct. 2018

**Role: Executive Assistant**

**Description**

- Sole responsibility for the managing the day-to-day operations of the office of the Head of Department. Organizing and maintaining files and records, and planning and scheduling meetings, and appointments.

**Accomplishments**

- Maintained effective records and administration.
- Arranging and proper documentation of files
- Typed, prepared and collated reports.
- Ensured that statutory forms are filed promptly.
- Prioritized Workloads.
- Managed the flow of students, visitors and staffs who need to see the Head of Department.

Milliab Services, Warri, Delta State

Aug. 2012 – Nov. 2012

**Role: Computer Operator**

**Description**

- Responsible for the monitoring and controlling electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering and other data according to customer's instruction. Design Id cards for various organizations.

**Accomplishments**

- Prepared equipment for operations by accessing software in computer, loading paper into printers; preparing for output.
- Typed and Printed Customers' Documents.
- Retained customers' interest by surpassing their expectation.
- Created and Designed Plastic Id cards.
- Maintained Customer's confidence and protects operations by keeping information confidential.
- Contributed to team effort by accomplishing related results as needed.

## REFEREE:

Mr. Michael Omoko

**Pastor**

Triumhers Christian Assembly

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[mikeomo18@mail.com](mailto:mikeomo18@mail.com)

Mr. Kingsley Ekoh-Ordan

**IT Analyst**

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