**AINA MIRACLE IBUKUN**

No. 11, Efuntide Anike Crescent Ilamose Estate Oke-Afa Isolo, Lagos state, Nigeria.

**Date of birth:** 24th of January 2000. **Gender:** Female. **L.G.A:** Ido-osi **State of Origin:** Ekiti State

**Nationality:** Nigerian **Tel:** 08021266508 **Email:** [miracleaina20@gmail.com](mailto:miracleaina20@gmail.com);

**PROFILE**

I am a hardworking and motivated person who has acquired extensive knowledge in the field through the study of International Relations at degree level and previous work experience during my industrial training as Secretary and also Media Personnel and my one year youth service at National Orientation Agency Bauchi State as Personal Assistant to the Director.

I am always striving to achieve the highest standard possible at any given task in any situation. I am accustomed to working in a challenging and fast-paced environment, especially when dealing with numerous tasks and priorities at the same time.

I also have basic experience in Graphic Designs and Photography.

**CORE COMPETENCIES**

* Proficient in MS Office (MS Word, MS PowerPoint).
* Communication Skill.
* Ability to work with little or no supervision.
* Team player.

**WORK EXPERIENCES WITH DATES**

**NATIONAL ORIENTATION AGENCY, BAUCHI STATE: Personal Assistant** (2021-2022)

Role/Responsibilities

* Worked as a serving corps member.
* Typing and editing letters.
* Received letters.
* Worked with the Director in supervising projects.

**NATIONAL CHRISTIAN CORPERS FELLOWSHIP (NCCF BAUCHI): Chief Usher** (2021-2022)

Role/Responsibilities

* Maintained the Sanctuary Equipment.
* Purchased and replaced Sanctuary Equipment.
* Welcomed members.
* Collected and counted offerings, tithes, and free donations.
* Organized Programs.

**ELIZADE UNIVERSITY CHAPEL ONDO STATE: Welfare Secretary** (2019)

Role/Responsibilities

* Drafted programs.
* Purchased and replaced items.
* Organized programs.
* Held money for the Provision of food for members.
* Documented the Finance.

**LAW OFFICE OF DANIEL ETOH TORONTO, CANADA: SIWES** (2019)

Role/Responsibilities

* Typing and Editing of letters.
* Filled Forms.
* Recordkeeping.
* Human relations and Interaction.
* Drafted Legal Document.

**FEDERAL AIRPORTS AUTHORITY OF NIGERIA: SIWES** (2018)

Role/Responsibilities

* Recorded of Daily Newspapers.
* Assisted in Aviation event coverage.
* Recorded Bookings/Tariffs.
* Assisted in Press Cutting.

**NIGERIAN INSTITUTE OF INTERNATIONAL AFFAIRS, LAGOS: SIWES** (2017)

Role/Responsibilities

* Worked with my supervisor on a project.
* Assisted my supervisor.

**ON JOB TRAINING**

|  |  |  |
| --- | --- | --- |
| **DATE** | **COURSES** | **LOCATION OF TRAINING** |
| July 2021 | Youth Empowered Life and Business Skills | Online course |
| July 2021 | Business Plan | Offline |
| July 2021 | Time Management | Offline |
| October 2021 | Financial Intelligence | Offline |
| February 2022 | Finance and Career | Offline |

**EDUCATIONAL QUALIFICATIONS**

NYSC Discharge Certificate 2022

Bachelor of Arts in International Relations

***Elizade University Ilara-Mokin, Ondo State*** 2016-2020

Certificate of Completion

***NBC Youth Empowered*** 2021

Certificate of Attendance

***Bauchi State Enviromental Protection Agency*** 2021

Certificate of Completion

***Writing and Preparing an Effective Speech*** 2021

Certificate of Completion

***What is International Humanitarian Law?*** 2021

Certificate of Award of Service and Recognition

***Elizade University Ilara-Mokin, Ondo State*** 2019

**SKILLS**

Proficient in MS OfficeOffice (MS Word, MS PowerPoint)

Graphic Design (Basic Skill)

Photography (Basic Skill)

Teamwork

Multitask

Time Management

**HOBBIES**

Dancing, singing, sporting (Running), and Listening to Music.

**REFEREES**

Available on Request