




# ANWAR GRACE

## CONTACT

-  07089807996
-  grace.anwar005@gmail.com
-  Aba, Abia State, Nigeria 6800.

## SKILLS

- Strong written and verbal communication skills coupled with marketing skills.
- Ability to work independently or as a team.
- Ability to carry out tasks as well as meet deadlines.
- Ability to plan and execute tasks with minimum supervision.
- Committed to learning.
- Good interpersonal skills and work ethics.

## EDUCATION/QUALIFICATIONS OBTAINED

### B.Sc Computer Science

#### Enugu State University of Science and Technology – Agbani, Enugu State.

November 2018 - December 2022

### WAEC/NECO

#### Providence High School - Enugu, Enugu State.

September 2012 - July 2018

### First school leaving certificate (FSLC)

#### Beginners' Basic Schols

September 2009 - July 2012

## LANGUAGES

- Native proficiency in English.
- Intermediate proficiency in Igbo.

## PROFILE

Self-motivated individual with refined interpersonal and multitasking skills. Looking to gain exposure and experience in a research work field with a reputable and progressive organization which would help build/broaden my career path as well as work with expertise while applying acquired skills to achieve desired outcome. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Ready to help team achieve company goals.

## WORK EXPERIENCE

### Web development Intern

Script Route, Enugu, Enugu State - September 2021 - March 2022  
Industrial Training.

- Developing websites or web applications in cooperation with other team members.
- Developing and maintaining websites and web pages with HTML, CSS, and JavaScript.
- Testing websites to make sure they work properly and satisfy client needs.
- Developing and maintaining web apps in cooperation with other team members.
- Keeping clients informed of the project's development and communicating with them to understand their needs.
- Locating and fixing website problems or bugs.

### Office Clerk

Anwar Associate, Aba, Abia State. July 2018 - Nov 2018

- Provided clerical support, addressing routine, and special requirements.
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Maintained composure in stressful situations and continued to provide helpful and kind guest services for fantastic customer satisfaction.
- Ordered office supplies and kept office stocked with needed resources to operate smoothly