

OKPALAONWUKA ANTHONIA CHINWENDU

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I am an ambitious and resourceful individual, who seek to be part of a dynamic company, where I can utilize my professional and educational experience to help drive the company's growth. I am a graduate, versatile and positive individual, seeking to obtain a responsible professional position that will challenge my technical and administrative skills.

PERSONAL INFORMATION

SEX	FEMALE
DATE OF BIRTH	19TH OCTOBER 1991
PLACE OF BIRTH	SABON-GARI, KANO
MARITAL STATUS	SINGLE
LOCAL GOVERNMENT	AGUATA
STATE OF ORIGIN	ANAMBRA
NATIONALITY	NIGERIA
LANGUAGE SPOKEN	ENGLISH AND IGBO

SKILL

- High initiative in gathering information, writing, problem-solving and setting goals.
- Good interpersonal and communication skills for resolving conflict, relating to people, sensitive, listening, providing support, cooperating and self motivator.
- Organizational and Administrative skills: Ability to supervise, coordinate tasks, teaching, handling details,, managing groups and ability to work under pressure.
- Punctual, accept responsibility and manage time.
- Good verbal and written communication.
- Proficient in Microsoft office, statistical package(SPSS), internet and email, and to create and deliver a presentation using power point.

EDUCATIONAL QUALIFICATION

YEAR	QUALIFICATION OBTAINED	INSTITUTION
2012-2016	(B.Sc) Industrial Relations and Personnel Management	Olabisi Onabanjo University, Ago-iwoye, Ogun state
2002-2008	S.S.C.E and N.E.C.O	Mother of Mercy Girls' Secondary School, Otolo Nnewi, Anambra State.
2000- 2002	First School Leaving Certificate	St. Paul's Nur./Pri. School, Akpo, Anambra State.

WORK EXPERIENCE

YEAR	COMPANY/ORGANISATION	POSITION
2008-2009	Nigeria Brewelling Depot, Akpo. Anambra state	Auditing department

2012-2015	Federation of Igbo Student (FIS), O.O.U chapter, Ogun State.	Assistant General secretary.
2013-2014	Department of Industrial Relations and Personnel Management	Librarian
2014-2015	Nigerian Federation of Catholic Student(NFCS), O.O.U chapter, Ogun state	Assistant General secretary.
2015-2016	Federation of Igbo Student (FIS), O.O.U chapter, Ogun State.	Financial secretary.
2015-2016	Nigerian Federation of Catholic Student (NFCS), O.O.U chapter, Ogun state	General secretary
2016-2016	Academic Affairs in Olabisi Onabanjo university, Ago-iwoye, Ogun state.	IT Training
	National youth service corp	In view

SEMINAR /TRAINING ATTENDED

YEAR	TRAINING INSTIYUTION	QUALIFICATION OBTAINED
7 th -8 th May 2016	Social communication commission, Catholic Diocese of Ijebu-ode. Ogun State	Certificate of Participation in the Seminar and Training for Communication Agents

HONOURS/ AWARDS

YEAR	TITLE
16 th of May 2015	Certificate of Excellency for Dutiful and Selfless Service as the Ass.Gen. Sec. in the Federation of Igbo Students (FIS), OOU Chapter.
29 th of August 2015	Certificate of Excellency in Nigerian Federation of Catholic Student(NFCS)
2015-2016	Certificate of Honour for Selfless service in F.I.S association as the Fin. Sec.
2016	Recognize in the Department as the Most intelligent, resourceful and popular student in the graduating set

HOBBIES/ INTEREST

➤ Enjoy surfing, designing cloths, reading, travelling and motivating people.

REFEREES

Dr. Eniola .A. Shokefun Department of Business Administration, Mountain Top University, Ibafo, Ogun State. 08055371860, 08037141156 easekefun@mtu.edu.ng or esokefun@gmail.com	Mr. Peter O. Kalejaiye Department of sociology, Olabisi Onabanjo University, Ago-iwoye, Ogun state. 08167572369 petkal2000@yahoo.com
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