

OZOH Mercy Blessing

No 102, Obafemi Awolowo way, Oke-Bola, Ibadan, Oyo State.

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07030810423

PERSONAL DATA

Sex:	Female
State of Origin:	Imo State
Local Government Area:	Orlu
Marital Status:	Single
Date of Birth:	26-11-1992
Religion:	Christianity
Hobbies:	Singing and Intellectual Chatting

OBJECTIVES:

To work with staff, contributing the best of my ability and quota, so as to improve organizational objectives and achieve managerial goals and target.

PERSONAL PROFILE:

Good interpersonal skills to work efficiently in a team with self motivated and target oriented.

EDUCATIONAL INSTITUTION ATTENDED

The Polytechnic Ile-Ife, Osun State	2015-2018
Tower Polytechnic Ibadan, Oyo State	2009-2011
Bashorun Ogunmola High School	2001-2007
Mercy International Nursery and Primary School	1996-2001

QUALIFICATION OBTAINED WITH DATE:

National Youth Service Corps (NYSC)	2019
Higher National Diploma in Business Administration & Management	2018
National Diploma in Business Administration & Management	2011
National Examination Council (NECO)	2009
Primary School Leaving Certificate	2001
Diploma in Desktop Publishing	2008

OTHER RELEVANT SKILLS ACQUIRED

Proficient in Microsoft Word, Computer Awareness, Corel draw

WORK EXPERIENCE:

Establishment:	Bailies Design Nigeria Limited	2012
	SW2/59, Awolowo Way, Odeon, Ibadan	

Post held: **Secretary**
Duties: (i) Maintained the smooth running of the office through a variety of administrative and clerical duties.
(ii) Handled Office schedules, coordinate meetings and visits, organise files, answer phones and perform a huge array of essential tasks.

Establishment: **Lasswell Books Services, Ibadan** 2013-2015
No 104, Obafemi Awolowo Way, Oke-Ado, Ibadan

Post held: **Computer Operator**
Duties: (i) Prepared equipment for operations by accessing software in computer, loading paper into printers and plotters; preparing for output.
(ii) Typed and edited manuscripts of books and articles before its published

Establishment: **Ibadan South-West Local Government (NYSC)** 2018-2019
Iyaganku, Ibadan, Oyo State.

Position: **Corper**

Accomplishment: (i) Responsible for recording and reporting the cash flow transactions, accounts receivable, accounts payable, payroll, financial reporting and maintaining financial control.
(ii) Posting and recording of workers' salaries, imprest and arrears into appropriate ledgers

REFEREES:

Mr. Giwa Adeniyi
Ibadan South-West Local Government
Iyaganku, Ibadan, Oyo State
08114665750, 09063884382

Revd. Siyanbola T.
The Polytechnic Ile-Ife, Osun State
08032068425, 08032434399

Mrs. Omolara
Mercy Business Ventures
08143363643, 08076083031