

ROBERT, Esther Nnenna

3, Fola Kongi street, off winners way, Basorun,
Ibadan, Oyo State.

08164476133, 08088467093

Roberxta@gmail.com

PROFILE

| | |
|--------------------------------|--|
| Date of Birth | 4 th , April, 1994. |
| Nationality | Nigerian |
| Gender | Female |
| Marital Status | Single |
| State of Origin | Abia State |
| Hometown | Idima Abam |
| LGA | Arochukwu |
| Place of Birth | Lagos State |
| Languages | English, Igbo and Yoruba |
| Religion | Christianity |
| Hobbies & Interests | Travelling, Reading, Socializing and Cooking |

OBJECTIVES

- To work in a dynamic and challenging corporate environment that has opportunities for development, implementation, growth and to achieve managerial goal targets.

ACADEMIC QUALIFICATIONS

| | |
|---|-------------|
| Higher National Diploma (HND), Public Administration Federal Polytechnic Nekede, Owerri, Imo State. | 2017 |
| National Diploma (ND), Public Administration Federal Polytechnic Nekede, Owerri, Imo State. | 2015 |
| Secondary School Leaving Certificate Josad's Heritage International School, Badagry, Lagos | 2009 |

COMPUTER PROFICIENCY

- MS Word, Excel, Power Point, Access, Publisher and Data Based management.
- Internet and Graphic Design

SKILLS AND COMPETENCIES

- Excellent Administration and computer skills
- Time management skills
- Ability to work with more or less supervision
- Detailed, oriented and organized
- Ability to multi-task
- Good written and spoken communication skills
- Good numeral skills

WORK EXPERIENCE

- **Student Industrial Work Experience Scheme (SIWES)**
Administrative Staff College of Nigeria (ASCON)
Duration: 4 months (2013)
Position: Pension and Records
- **STUDENT INDUSTRIAL TRAINING (IT)**
Kom chop Nigeria and Chinese Restaurant, Osubi Airport, Warri, Delta State, Nigeria.
Duration: 1 Year (2014-2015)
Position: Sales Supervisor
- **PRE-NYSC JOB**
Dangote Pasta, off lither terminal, Ebute, Ipakodo, Ikorodu, Lagos State.
Duration: 6 Months (2017-2018)
Position: Quality Control Officer
- **NYSC**
Office of The Special Adviser to The Governor on Education
Duration: 1 year (2018-2019)
Position: Project Team Member

CERTIFICATES

- Diploma in Internet/Graphic design at Global Tech Computer Institute
Duration: 6 months
- Capacity Building Conference on Financial Literacy