

# UKAEGBU PRECIOUS NKECHINYERE

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Phone No: (+234)

## SUMMARY

- Enthusiastic. A fast learner with the creative ability to use gained knowledge in future novel challenges. Meets scheduled targets by hard work and a good sense of organization
- Ability to adapt to new systems quickly and develop relevant expertise critical thinking to manage skills with flexibility to adjust to rapidly changing schedules and frequently shifting priorities.

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## EDUCATIONAL BACKGROUND:

### **B.Sc (Public Administration)**

Madonna University, Okija, Anambra  
2015

### **WASSCE**

Bunmi Secondary School, Warri, Delta State  
2011

### **Certificate in Desktop Publishing**

Top notch Computer School, Warri 2010

### **First School Leaving Certificate**

Staff Nursery and Primary School, FGC Warri  
2005

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## WORKING EXPERIENCE:

### **Ministry of Local government and chieftaincy matters, State Secretariat**

2016 - 2017

**Role:** Front Desk Officer (National Service)

#### **Description:**

- Record keeping.
- Organizing and filing systems
- Attending to Clients

### **ACME Professionals (UK) Limited**

2017

**Role:** Front Desk Officer

#### **Description:**

- Customer Management
- Record Keeping.
- Typing and Printing of Documents

### **1<sup>st</sup> Skyplus Tours and Logistics Limited**

2017

**Role:** Ticketing Officer

**Description:**

- Customer Management
- Booking of Flight Tickets

**DHL Express Service**

2017

**Role:** Customer Care Representative

**Description:**

- Sending and Receiving of Client's Parcels
- Customer Service
- Record Keeping

**PERSONAL DATA**

DATE OF BIRTH:	21 <sup>st</sup> May, 1995
SEX:	Female
STATE OF ORIGIN:	Imo
L.G.A:	Owerri West
MARITAL STATUS	Single
RELIGION:	Christianity

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**AIM:** To build a career in management in the public sector of Nigeria, thus contributing to growth and development of Nigeria.

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**ABILITIES**

- Business intelligence and knowledge management.
  - Innovative thinking.
  - IT skills including Microsoft Office applications.
  - Problem-solving skill using available resources.
  - Effective Written and Spoken Communication skills.
  - Data collection and analysis.
  - Goal-oriented team player.
  - Adaptability and flexibility to various environments.
  - Stress Tolerance
  - Interpersonal Skills
  - Empathy and Dependability
  - Commitment to the mission
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**NATURAL SKILLS**

- Communication
  - Multitasking
  - Prioritizing
  - Dependability
  - Organization
  - Interpersonal skills
  - Initiative and problem-solving abilities
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## TECHNICAL SKILLS ACQUIRED

Proficiency in Desktop Publishing.

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## LANGUAGES SPOKEN

English (Proficient) and Igbo (proficient)

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## HOBBIES

Movies, Reading Novels, Going new places

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## ACHIEVEMENTS

- Class Leader 2004-2005
  - Best student in Literature-in-English 2010
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## REFEREES

### **Dr Christian Ngwu**

Medical Practitioner

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