

IFEOMA UKECHA

Address: 1, Oyedeji Oyediran Street, off Adenuga, Kongi, Bodija, Ibadan.
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CAREER OBJECTIVE

Energetic, ambitious and results-driven individual who has developed a responsible approach to any task that is undertaken, or situation that is presented with. Currently seeking a challenging role, where my existing skills and qualifications will add value from the outset, whilst I continue to develop my skills and knowledge in the HR field.

PERSONAL DATA

Gender:	Female	Marital Status:	Single
Nationality:	Nigerian	Health Status:	Very Good
State of Origin:	Delta	Date of Birth:	4 th May 1996

EDUCATIONAL BACKGROUND

University of Lagos, Akoka, Lagos State	2014 – 2017
B.Sc. Economics	

Lagos State Civil Service Model College Igbogbo, Lagos State	2006 – 2012
Senior Secondary Certificate Examination	

WORK EXPERIENCE

National Youth Service Corps, Lagos State

Ikolaba Gramma School Agodi, Ibadan

Subject Teacher (Economics) August 2018 – June 2019

- Managed the activities of the students via proper register and attendance
- Observed students' performance and ensured students documents are well kept
- Prepared lesson notes outlines and plans in assigned subject area
- Prepared the students for both internal and external examination
- Taught students successfully & developed their love for Economics

Leadway Assurance Limited, Surulere, Lagos State

Intern (Human Resource Department) November 2016 – January 2017

- Learnt how to be a team player, hardworking and efficient, manage and keep to time, to improve employee/employer relationship
- Responsible for updating and arranging employee records, issuing embassy, employment/appointment, THT and internship letters
- Supervised new interns tests and assigned them to different department

ACHIEVEMENTS AND CERTIFICATIONS

Chartered Institute of Personnel Management
Member

In View

Nigeria Economic Student Association

2017

Committee Member; The Expedition Conference 4.0.

PERSONAL SKILLS AND COMPETENCES

Adroit in providing effective resolution to customer queries related to product and improving relationships with the customer by anticipating customer future requirements, thereby ensuring a positive customer experience

Excellent analytical, negotiating, influencing, leadership, interpersonal and communication skills both written and verbally as well as work effectively under pressure and to meet deadlines

In depth Knowledge of Human Resource and Customer Service Skills and good command in computer skills such as: Internet, Microsoft Office Suite (Word, Excel, PowerPoint) with ability to become familiar with firm-specific programs and software

Proactive; problem solver; leadership; team building and exceptional customer service skills as well as ability to manage multiple tasks assignments, maintain confidentiality, good listener and identify key opportunities and efficiencies for greater profitability

REFEREES

Mr. Adedayo Odumosu

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