

OKEKE NONYE ELIZABETH

No. 8 Naborodo Close, Fadama Mada Housing Estate, Bauchi.

Mobile: +2348069652919, +2347060550336

Email: okekenonyee@yahoo.com

OBJECTIVE

Committed to enhance my skills and competence in achieving every designated task with precision and dexterity by utilizing all acquired skills and available resources in order to achieve expected results with little or no supervision.

BIO DATA

Date of Birth:	29 th July 1986
Place of Birth:	Bauchi State
State/L.G.A	Anambra State, Nnewi South
Religion:	Christianity
Marital Status:	Single
Nationality:	Nigeria

EDUCATIONAL QUALIFICATIONS

The Federal Polytechnic Bauchi, Bauchi State.	2017- 2019
---	------------

Higher National Diploma in Office Technology and Management

The Federal Polytechnic Bauchi, Bauchi State.	2011-2014
---	-----------

Natinoal Diploma in Office Technology and Management

Command Day Secondary Secondary School Bauchi, Bauchi State 1999-2005

The West African Senior School Certificate Examination (WASSCE)

National examinations council (NECO) Senior School Certificate.

Command Day Secondary School Bauchi, Bauchi State. 1995

National examinations council (NECO) Junior School certificate

Federal Government Girls College Staff Primary School Bauchi, 1991-1997
Bauchi State.

First School Leaving Certificate (FSLC)

OTHER QUALIFICATION OBTAINED

National Youth Service Corp (NYSC) 2019-2020

Certificate of membership of National Association of Office 2018-2019

Technology and Management Student. Secretary (NAOTMS)

Federal Polytechnic Bauchi, Bauchi State.

Certificate of Diploma in Computer Studies @ Compusoft Computer, 2007
Bauchi State.

Celtel Telecommunication 2008-2010
Staff

EMPLOYMENT HISTORY

Army Day Secondary School odogbo Ojoo, Ibadan Oyo State 2019-2020

Class Teacher, secretary.

Industrial attachment at Guaranty Trust Bank plc, Bauchi State 2015-2016

Cashier/customer information service

NESTO Pharmaceutical Store, Bauchi State 2007-2008

Cashier.

SKILLS AND ABILITIES

Efficient team player

Strong and influencing communication skills

Proactive, diligent, loyal and dedicated to

HOBBIES

Reading, Traveling and Teaching

REFEREES

Clement Maigida

Guaranty Trust Bank plc Bauchi, Bauchi State.

Head of Operations Guaranty Trust Bank plc. Bauchi, Bauchi State.

08038263792

Ifesi Cecilia

Senior Lecturer

Federal Polytechnic, Department of Office Technology and Management

Bauchi. State.

08060718598