

**Contact Address:**  
Letmauck Cantonment Mokola  
Barracks Ibadan, Oyo State.  
**Tel:** 234(0)08166130493  
**E-mail:**[endurancenouah@gmail.com](mailto:endurancenouah@gmail.com)

---

## NOAH, ENDURANCE MERCY

---

### CAREER OBJECTIVE

Hard-working professional with few years of experience and a proven knowledge of customer service, back office operations, and executive support. Aiming to leverage my skills to successfully fill a role in your company.

### PERSONAL DATA

- |                   |                   |
|-------------------|-------------------|
| • Date of Birth   | 18th August, 1996 |
| • Sex             | Female            |
| • Marital Status  | Single            |
| • State of Origin | Kogi              |

### SKILLS AND ABILITIES

- Team work
- A basic working knowledge of Microsoft Office and Power Point Packages.
- Good organization, administration and adaptability to work environment.
- Ability to respond to new situations and cope with rapid change.
- Good interpersonal, written and oral communication skills
- Result oriented, creative and innovative, analytical and ready to take challenges.
- Ability to do more than one task at a time.
- Attention to details
- Decision making
- Learns quickly
- Good with children
- Always ready and enthusiastic about learning new things.

### EXPERIENCE

**Office Secretary.**  
St. Catherine's college A'Level school, Aleshinloye, Ibadan. 2021 - Present

#### Duties:

- Handling of phone calls and other communications.
- Keeping students files record
- Making/keeping schedules for meetings
- Making sure that proper answers are provided to those who come to make enquiries

- Orientation of the parents/students on courses offered and how the system works.
- Organizing students for the French Institute and DELF Exams.
- Preparing salaries for the A Level part-time tutors using the Excel spreadsheet.

#### **Ad-hoc Staff.**

**Pivotage Consulting, Lekki, Lagos State.**

**2021 – Present**

#### **Duties:**

- Making visitations to Institutions (Private and Public) with verification letters, to verify its authenticity and to know if the owner of the result was a student of that institution.
- Giving accurate report to the team leader on the progress of the processing of the verification.
- Follow up on the registry department to ensure timely delivery of verification results.
- Submission of verified results to the team leader.

#### **Marketer**

**St. Catherine's college A 'Level school, Aleshinloye, Ibadan.**

**2021 – 2021**

- Visiting schools to market the A Level programs the school offers to potential students
- Compilation of a substantial report regarding the progress so far monthly.
- Suggesting innovative ideas as to how the school can reach more students within a given period of time.
- Inter-local governments travel with the aim of reaching more prospective students.
- Visiting schools and telling them the need to adopt A 'Level programs after graduation.
- Making follow-up calls/writing and sending letters asking for permission to speak with particular schools' students.

#### **Teacher**

**Light of Peace Group of School, Oyo-East, Oyo State. (NYSC)**

**2020 - 2021**

#### **Duties:**

- Plan and prepare lesson plans and materials needed for active learning.
- Develop scheme of work, lesson plans in relation to established guidelines.
- Monitor student progress through the administration of class work, assignments, quiz and examination.
- Keep track record of student's attendance by frequent checking of note books.

#### **Teacher**

**Triosis Cambridge Academy, Ibadan, Oyo State.**

**2019 - 2020**

**Duties:**

- Plan and prepare lesson plans and materials needed for active learning.
- Develop scheme of work, lesson plans in relation to established guidelines.
- Monitor student progress through the administration of class work, assignments, quiz and examination.
- Keep track record of student's attendance by frequent checking of note books.

**Computer Operator**

**Anointed Cyber Cafe, FPI, Idah, Kogi state**

**2018 - 2019**

**Duties:**

- Typesetting of documents
- Photocopying of documents
- Internet browsing and online registrations
- Making of slides for power point presentations
- Research on school projects and Corel draw designs
- Sales of stationeries, etc

**Key Achievements:**

Successfully met up with deadlines for submission of projects and assignments/power point presentations slides making.

## **EDUCATION**

Kogi State University, Anyigba, Kogi State

Bachelor of Art (B.A.) Philosophy

**2015 -2019**

Dickson Memorial College Idah, Kogi State

(WAEC/NECO)

**2007-2013**

Mushadi Primary School Idah, Kogi State

First School leaving Certificate (FSLC)

**2001-2006**

## **OTHER CERTIFICATE/TRAININGS**

National Youth Service Corps (NYSC) Discharge Certificate

**2020 - 2021**

January 29, 2021: Jobberman Soft-Skills Training.

**2021**

## **REFERENCES**

Referencesavailableuponrequest

