



BLESSING IJEOMA NKWONTA

□ nkwontaijeoma98@gmail.com

□ 09067841219

✚ No. 39B Sahara Estate, 6th Avenue, Gwarimpa.

OBJECTIVE

To work in a structural environment that encourages me to grow and succeed professionally, and gain transitional skills.

EXPERIENCE

Chartered Institute of Educational Practitioners Uk, Abuja Regional Office.

Assistant Project Manager

January 2023 - December 2023

Duties

- Processing Scholarship letters for our scholarship students
- Keeping accurate data of our students, members, country directors, state coordinators as well as our Teachers and Nurses
- Keeping record of all forms of payment made to the institution's account
- Processing Spanish Visa for Students who wants to attend our internship program
- Preparing MOUs, Partnership Letters and writing minutes of every meetings.
- Managing the Company webmail, Facebook and Instagram handle, and WhatsApp.
- Keeping record of the income and expenses incurred.

Savana Smart Homes Abuja

Customer Service Officer

April 2022 - December 2022

Duties

- Enlightening Clients and prospects about our available lands and on the importance to own a land.
- Keeping tracks of lands bought in Kuje and Life Camp and the ones available.
- Filling EPL forms on the system.
- Reporting files and documents to the HR.
- Making sure materials are available for sensitization.

Harkmax Travels and Tour Abuja (NYSC)

Remote Worker

March 2022 - February 2023

Duties

- Filing UK Tourism and Student Visa Forms.

- Scheduling Appointments for applicants at the TLS.
- Tracking of Visa Applications.
- Keeping record of UK applicants.

Benbee Unique Schools Awka, Anambra State.

Teacher

July 2021 — February 2022

Duties

- Teaching Pupils in Basic 2 sapphire.
- Making sure they have their brunch and lunch when due.
- Attending to their problems/needs and solving them.
- Preparing their tests, supervising them and marking their tests and assignments.
- Invigilating random classes during examination and handling their exam sheets.
- Compiling my pupil reports and sharing our report cards.

EDUCATION

2016 – 2021 — Nnamdi Azikiwe University Awka, Anambra State.

English Language and Literature

Bachelor of Arts. (B.A)

2009 – 2015 — Federal Government College, Nise, Anambra State.

2003 — 2009 — Our Ladies Nursery and Primary School Bauchi.

TRAININGS

2024 – Early Code| Computer and ICT Training Institute, Abuja.

Web Development with Laravel.

2023 – Chartered Institute of Educational Practitioners, Uk (CIEPUK).

Graduate Membership Training/Chartered Educator.

AWARDS

2021 — Winner

NELS Competition for Short Stories.

2020 — Second Runner Up

NASELS writing Contest.

2018 — Shortlisted

Okadabooks Writing Contest

SKILLS

- Ability to build a Responsive website
- Efficient in the use of front-end languages like HTML, CSS, Javascript, and back-end languages like PHP, Laravel and React as well as Wordpress
- Ability to use APIs like SQL, Sqlite and MYSQLI
- Excellent Verbal and Written Communication Skill
- Ability to work under pressure with little or no supervision
- Ability to keep accurate data for references
- Ability to learn and work under any given condition
- Active team player
- Punctual
- Attentive to details

REFERENCES

Will be made available on request

PERSONAL DETAILS

Date of Birth: 13th April, 1998

Marital Status: Single

Local Government Area: Orumba North

State of Origin: Anambra

Nationality: Nigeria