

**CLEMENT PATIENCE**  
**Clementpatience93@gmail.com**  
**Mobile: 07030180175**  
**No 14 Worgumati Street Mile 4 Port Harcourt**

**PERSONAL DATA:**

L.G.A	Khana
State of Origin:	Rivers State
Date of Birth:	24 <sup>th</sup> May, 1995
Gender:	Female
Marital Status:	Single
Religion:	Christianity
Nationality:	Nigerian

**PERSONAL PROFILE**

- Highly organized and dedicated to maintaining the highest standard possible.
- Quickly learn new procedures and understand system of operation.
- Possess the passion to learn on and off the job with the ability to adapt to new work challenges.
- Willingly accepts and uses constructive criticism and suggestions.
- Problem solver and team player with attention to details: continually seek ways to improve performance.

**INSTITUTIONS ATTENDED:**

National youth service corps.	2021 - 2022
Ken Saro Wiwa Polytechnic Bori Rivers State	2016 - 2020
Government girls secondary school orominike Rivers State	2007 - 2012
Orogbum primary school Rivers State	2002 - 2007

**QUALIFICATIONS OBTAINED**

National youth service corps NYSC  
Higher National Diploma (Hnd) Business administration and management  
West African Examination council (WAEC)

**First school leaving Certificate (FSLC)**

**JOB EXPERIENCE:**

**Organization:** Ris eleon boutique G.R.A Port Harcourt

**Position:** Sales Executive

**Responsibilities:**

- Inventory Management.
- Ensure all customers are attended to bring up strategy to meet up target.

- Identifying and assessing customers' needs to achieve satisfaction.
- Meeting of clients.
- Booking of meetings.

**Period:** January, 2012 - 2016

**Organization:** Thompson opoko and partners

**Position:** OFFICE ASSISTANT

**Period:** January 2018

### **COMPUTER SKILLS**

- Microsoft Excel
- Microsoft word.
- Power Point
- Retail Pro

### **REFEREES:**

Mrs Donubari Kine

08068401141

Civil Servant