

# ANYA IJEOMA LORRETTA

Tel: +2348167005933

E-mail: [ijeomalorretta@gmail.com](mailto:ijeomalorretta@gmail.com)

## **OBJECTIVES**

To work in accordance with the vision and making sure that the mission for which your organization was incorporated is achieved in conjunction with other co-workers in the organization.

## **PERSONAL INFORMATION**

**Sex:** Female  
**Marital Status:** Single  
**Nationality:** Nigerian

## **EDUCATIONAL PROFILE**

- Front-End Development: Shecodes (In View).
- Data Analyst: Udemy (In View).
- Higher National Diploma (Distinction): Department of Mathematics/Statistics, Akanu Ibiam federal Polytechnic, Unwana (2011 - 2013).
- National Diploma (Distinction): Department of Mathematics/Statistics, Akanu Ibiam federal Polytechnic, Unwana (2008 - 2010).
- West African School Certificate (WAEC): Holy Family Model Secondary School, Aba, Abia State (2001 - 2007).
- First School Leaving Certificate: Okigwe Road Primary School, Aba, Abia State (1996 - 2001).

## **CERTIFICATION**

- Web Development.
- Introduction to Coding.
- National Youth Service Corps, Batch A 2014, Kogi State.
- Basic Desktop Publishing: Lilyvine Technology, Ajao Estate, Lagos (2011).
- Basic Executive Development Course: Christian Richman International, Ikeja, Lagos (2008).

## **AWARDS**

- Best Staff, GUO Transport Company - 2022
- Best Departmental Higher National Diploma Graduand Award (HND) - 2013
- Best Departmental Ordinary National Diploma Graduand Award (OND) - 2010

## **WORK EXPERIENCE**

GUO Transport Company – Fleet Maintenance Officer	Dec., 2022 - Date
GUO Transport Company – Data Entry officer, Vehicle Maintenance Department	March, 2021 – Nov., 2022
Kole Best International School – Customer Service Personnel/Admin Secretary	Jan, 2020 – March, 2021
Pencil Film Television Institute (PEFTI) – Accounts Officer	Oct, 2015 – Dec., 2019

## **PROFESSIONAL SKILLS**

- Website and App development
- Good knowledge of UI & UX Design
- Knowledge of Programming Languages (HTML, CSS, Javascript, API etc).
- Knowledge of Power BI and Data Handling.
- Proficient in the use of Transit ERP and other software packages (Simple, Peachtree, MS Office, etc).
- Knowledge of Vehicle Maintenance SOP.
- Manage cost effective vehicle repairs and evaluation through a computerized maintenance system.
- Knowledge of Fully Automatic A/c Maintenance Machine.
- Knowledge of Tire Management.
- Highly organized, detailed and strong analytical mind.
- Excellent team player and effective communication skills.
- Deadline and time management.
- Confident, enthusiastic and pro-active.

## **REFEREES**

References available upon request.

Sign



Anya Ijeoma Lorretta