

OKO, COMFORT SUNDAY

Block 353 Bale Street, Behind LEA Primary School, Lugbe, Abuja.

Email: commyluv400@gmail.com

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PERSONAL PROFILE

A proactive, purpose driven, self-motivated and result oriented resourceful administrator. Team player with excellent oral and written interpersonal communication skills. Possesses the ability to adapt to changes and strategize to achieve both individual and corporate goals and objectives.

BIO-DATA

Date of Birth:	17 th December, 1992
Nationality:	Nigerian
Marital Status:	Single
Sex:	Female
Language Spoken:	English, Hausa, Anang, and Yala

PROFESSIONAL ABILITIES

- | | | |
|------------------------|---------------------------|--|
| • Strategic Thinking | • Problem Solving | • Time management |
| • Financial Management | • Effective Communication | • Desktop Publishing (MS Word, PowerPoint etc) |
| • Conflict Resolution | • Data Analysis | |

PERSONAL ABILITIES

- | | | |
|------------------------|------------------------------|-------------------|
| • Attention to detail. | • Team work | • Leadership |
| • Willingness to learn | • Ability to handle pressure | • Time Management |

CAREER HISTORY

TEACHING STAFF

Deo Gracias Nursery and Primary School,
Lugbe, Airport Road, Abuja

September, 2021 – Till Date

FRONT DESK OFFICER

Ibah Law Firm,
Jabi-Abuja

February, 2020 – August, 2021

CUSTOMER SERVICE/SALES REPRESENTATIVE

El-mart Electronic Hub,
Atlantic Mall, Utako, Abuja

May, 2018 - January, 2020

TEACHING STAFF (NYSC)

Makama Memorial Nursery, Primary & Secondary School,
Kuru Local Government, Kano State

May, 2017 - April, 2018

ACADEMIC QUALIFICATIONS

BACHELOR OF SCIENCES (B.SC) IN BUSINESS MANAGEMENT

University of Uyo,
Akwa Ibom State

November 2012 – October 2016

SENIOR SECONDARY SCHOOL CERTIFICATE

Heritage College,
Imaje, Cross-River State

September, 2001 – July, 2007

FIRST SCHOOL LEAVING CERTIFICATE

Army Children School, Ibagwa
Abak, Akwa Ibom State

September, 1996 – July, 2001

PROFESSIONAL QUALIFICATIONS

PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION

Prime International Risk and Safety Management (PIRSM)

May, 2018

CONFLICT RESOLUTION AND DISPUTE MANAGEMENT

Prime International Risk and Safety Management (PIRSM)

May, 2018

DIPLOMA IN COMPUTER APPLICATIONS

Adene Global Computer School,
Akwa Ibom State.

February, 2016

HUMANITARIAN AND VOLUNTARY ORGANISATIONS

Member of
Lions Clubs International
(Leo Region 1, District 404-A2)

October, 2020 – Till Date

HOBBIES

- Research
- Reading
- Singing

REFERENCES

Dr. Samuel Etuk
Lecturer, University of Uyo, Uyo
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Army Chaplaincy, Ibagwa-Abak,
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