

# UDOMKPA, PATRICIA EFFIONG

**Telephone:** +2348125711074  
**Address:** 13 Charles Avenue Amadi-Ama, Port Harcourt, Rivers State.  
**Email:** triciary31@gmail.com.

## Personal Data:

**Date of Birth:** 28<sup>th</sup> February, 1996  
**Sex:** Female  
**Marital Status:** Single  
**Nationality:** Nigerian  
**State of Origin:** Akwa Ibom  
**L.G.A:** Ini  
**Religion:** Christianity

## Profile:

*A conscientious, punctual and hardworking person, capable of working alone or with others in a group; and also striving hard to meeting the company's goals.*

## Languages

- Fluent in English
- Ibibio
- Igbo

## Institutions & Qualifications:

2001 – 2007	Community Primary School, Amadi-Ama, PHC First School Leaving Certificate ( <i>FSLC</i> )
2006 – 2012	Comprehensive Secondary Sch., Use Ikot-Amama Akwa Ibom. O' Level ( <i>WAEC</i> )
2016 – 2021	Akwa Ibom State Polytechnic, Ikot Osurua National Diploma (Office and Information Management) Higher National Diploma (Office and Information Management)

## Work Experience

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- 1. Employer:** Schlumberger Nigeria Limited (Blue Base)  
**Position:** Student Internship (Domestic Logistics)  
**Duration:** 2 years (2016 – 2018)  
**Responsibility:** Receiving, checking monitoring, storing and distributing goods to different product lines/segments
  
- 2. Employer:** Harriv Human Resources Ltd  
Port Harcourt, Rivers  
**Position:** Personal Assistant  
**Duration:** 2018 - 2021  
**Responsibilities:** Administrating and Assisting the CEO in the smooth running of the company.

## Hobbies:

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Reading  
Writing  
Singing  
Swimming  
Internet Research

## Interpersonal Skills

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- Effective oral and written communication skills.
- Good listening ability.
- Transparency and honest.
- Leadership Skill.
- Skills in Computer.
- Ability to learn new skills effectively.
- Goal achiever.
- Responsibilities & Accountability.
- Flexibility
- Creative Thinking.

## Referees:

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**Barr. Sunny Gobo**  
07068679906

**Miss Faith Udomkpa**  
Director, Fabulous Hair Zone  
08188568922