**BLESSING U NJOKU**

**Address:** Plot 314, No.13 Abdullahi Bokani Street, Bazango Extension Kubwa Abuja.

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PERSONAL STATEMENT

A passionate, versatile, dedicated, effective and confident individual who is also a self-starter with the dedication and motivation required to succeed in any position. Possessing an in-depth knowledge of business and administrative management. Successful at consulting and relating with people of different backgrounds. Seeking an engaging position in a company where hard work and success is rewarded. Can speak Igbo and Hausa.

EDUCATION

**PGD Business Administration** In View

National Open University, Abuja.

**Project Management** 2020

**Human Resource Management**

**General Health Safety and Environment**

BRIDGEWATERGATES

**Discharge Certificate**

National Youth Service Corp. 2020.

**B Tech Applied Ecology**

Abubakar Tafawa Balewa University, Bauchi State. 2018.

**Senior Secondary School Certificate Examination**

Government Girls Science Secondary School Garaku, Keffi. 2008.

WORK HISTORY

**ADMINISTRATIVE ASSISTANT (NYSC)**

Federal Inland Revenue Service, Abuja 2019 – 2020.

**INDUSTRIAL ATTACHMENT (SIWES)** Nigerian Meteorological Agency, Abuja. 2016 - 2017

**FRONT DESK / CUSTOMER CARE REPRESENTATIVE**Domino Pizza Wuse 2 Abuja. 2015

REFEREES

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