**ANI EMMANUEL IFEANYI**

**NO 79 College Road Upper Housing Estate, Abakpa Nike, Enugu State**

**08064108810, 08022137281**

**Email:** [**ifeco042@gmail.com**](mailto:ifeco042@gmail.com)[**optimism4real@yahoo.com**](mailto:optimism4real@yahoo.com)

**OBJECTIVE**

**To work in a challenging Environment where I will be able to contribute my quota in other**

**To achieve the Objectives of my organization and my own goals.**

**PERSONAL DATE:**

**Date of Birth: 18th June 1987**

**Sex: Male**

**Marital Status: Single**

**Home Town: Obeleagu Umana**

**State of Origin: Enugu**

**Nationality: Nigeria**

**EDUCATIONAL DETAILS:**

* Enugu State University of Science and Technology, Independence Layout Enugu State.
* Sancta Maria Secondary School, Inyi-Achi-Orji River Local Government Area, Enugu State.
* Igbinoba Primary School, Ugbogui Ovia South West Local Government Area, Edo State.

**YEAR AND QUALIFICATION:**

2007-2010 First Degree in Public Administration, Bachelor of Science (B.SC)

2000-2005 West African Examination Council (WAEC)

1994-1999 First School Leaving Certificate (FSLC)

**TRAINING CERTIFICATE/PROFESSIONAL CERTIFICATE:**

2015 Improving Employee Performance for Productivity (NERA Consulting)

2015 Administrative Staff college of Nigeria (ASCON)

2013 Federal Road Safety Club / NYSC Certificate, Etinan Chapter.

2012 Association of Entrepreneurs and Technologists of Nigeria (ASET NIG)

Through the NYSC skills Acquisition Program

**WORK EXPERIENCE:**

Enugu Sate Housing Development Corporation.

Administrative Officer

Supervising Ad-hoc Staff, (NYSC and I.T Students).

Computation of travelling allowances, overtime and other numerical Functions.

Updating Staff nominal rolls

Preparing Annual promotion and increment of staff

Preparing Annual Budget

Short listing of candidate for interview

Drafting of Memos

Keeping proper records of both secret and open files

Performing any other duties as may be assigned by the Head of Administration

**2013 National Youth Service Corp (NYSC)**

Etinan Community Comprehensive Secondary School, Etinan Local Government Area, Akwa Ibom State.

**Responsibility:**

* Government Teacher For SS1 & SS3
* Commerce Teacher for SS1 & SS2
* Assistant Game Master throughout my service Year.
* Secretary of Federal Road Safety Club, Etinan Chapter.

2010 Rich crest Garden, Enugu, Independence Layout Nkpokiti, Enugu State.

**Responsibility:**

* Supervisor
* Taking proper records of drinks from the store keeper
* Taking inventory from the bar before the commencement of sales
* Coordinating the activities of the organization on behalf of the manager.

**SKILLS**

* Good Knowledge on Microsoft Word, Excel and information Technology
* Good interpersonal skill
* Good communication skills
* A positive attitude and a drive committed to success
* Team spirit
* Ability to work to tight deadline
* Honesty and integrity

**HOBBIES:**

**Football, Swimming, Travelling and research**

**REFERENCE:**

**Mr. Eze George**

Former Deputy Director Administration (Retired)

Enugu State Housing Development Corporation (ESHDC)

**07036241349**

**Nnamani Tochi**

Assistant Chief Administrative Officer

Enugu State Housing Development Corporation (ESHDC)

**08036478952**

**Mr. Onah Celestine**

Computer Analyst

Enugu State University of Science and Technology (ESUT)

**08067274947**