

GBUDU GABRIEL GILBERT

Address: No:12 Loire Crescent Maitama, Abuja

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CAREER OBJECTIVE:

To fully utilize my training and skills, while making a significant contribution to the success of the company and have fear of God. Goal-oriented, proactive, self-motivated, energetic, detail-oriented, customer relationship management and reporting. A sociable and dependable team player with a zeal for maintaining high standards in the organization. With comprehensive educational and professional background, poised to the next level of career development and attainment of corporate goals.

Skills and Ability:

- Excellence interpersonal relationship
- Good communication skills
- Ability to generate new ideas
- Ability to achieve a good result

Bio Data:

DATE OF BIRTH:	02 ND December 1992
PLACE OF BIRTH:	Benue
SEX:	Male
NATIONALITY:	Nigeria
MARITAL STATUS:	Single
LANGUAGE SPOKEN:	English

Institutions Attended With Dates:

- Benue cement Nursery and Primary School Yadev, Benue State
1997-2004
- Mount St. Michaels secondary school Aliade, Benue State
2004-2010
- Nasarawa State University Keffi.
2013-2018

Qualification Obtained with Date:

- | | |
|---|------|
| ● First School Leaving Certificate (FSLC) | 2004 |
| ● West African Examination Council (WAEC) | 2010 |
| ● B.Sc Biochemistry and Molecular Biology | 2018 |
| ● National Youth Service Corps (NYSC) | 2020 |

Work Experience:

- **H-Medix Pharmacy & Supermarket, WuseII-Abuja**
2012-2013

Position: Front desk, Sales Person

Responsibility:

- Add items to inventory
- Generate barcode
- Sale product
- Generate reports

- **INEC Adhoc Staff, Benue State - Nigeria** 2015

Position: Presiding Officer (PO)

Responsibility:

- Ballot paper issuance
- P U overseer

- **Nisa Premier Hospital, Jabi-Abuja.**
2016

Position: Laboratory Assistant (Student Industry Attachment)

Responsibility: Collection of Samples to the Lab.

- **Trade Graft Security Consult Limited, Utako-Abuja.**

2018-2020

Position: Office Assistant/ Data Entry.

Responsibility:

- Convert documents from other formats (JPG, PDF, PNG) to excel or .csv format.
- Prepare source data for computer entry.
- Research and obtain further information for the incomplete documents.
- Scan documents and print files when needed.
- Respond to queries for information and access relevant files.

- **Century 21 Freedom Group International, Gudu-Abuja.**

2021

Position: Sales Officer

Responsibility:

- Attending to customers offline or online.
- Daily invitation and follow up calls.
- Keep records of daily entry.
- Responsible for training of co-partners and working with them

Referees:

Prof. San. Maxwell Gidado

Former Dean Faculty of Law, Nsuk.

Tel: 08037607553

Maj. Gen. Letam Wiwa

MD/CEO Trade Craft Security Consult Ltd

Tel: 08033059902

Mr. Ayegba Julius

Lab. Scientist at Nisa Premier Hospital

Tel: 08036506742

