

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 the 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
- **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. Maxwell Gidado

Chief of staff to Adamawa state Governor

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