




# AHIABA UFEDO IYE

SOCIOLOGIST

## CONTACT

 +2349061622861

 Street F5, House 51, Citec  
Estate Mbora, Abuja.

 iyeshaibuufedo@gmail.com

## EDUCATION

### BSc Sociology

*Bingham University, Karu*  
2014-2019

### WAEC

Federal Government Girl's  
College, Kabba. 2012-2014

St. Anthony Nursery and Primary  
School, Lokoja.

**First School Leaving Certificate**  
(2001-2008)

## SKILLS

- Critical Thinking
- Time Management
- Team Player
- Communication
- Leadership
- Accountability

## ABOUT ME

I am an enthusiastic young individual, who is passionate about understanding the complexities of human society and its structures. With a keen interest in social dynamics, I actively engage and explore topics such as inequality, culture, and social change.

## EXPERIENCE

### Administrative Staff

*National Judicial Institute 2019-2020*

- Efficiently manage office operations, including scheduling appointments, maintaining calendars, and coordinating meetings.
- Handle correspondence, emails, and phone calls in a professional manner.
- Maintain organized filing systems and databases to ensure easy retrieval of information.
- Assist in the preparation of documents, reports, and presentations.
- Coordinate travel arrangements and process expense reports.
- Order and maintain office supplies and equipment.
- Provide administrative support to various departments as needed.
- Ensure compliance with company policies and procedures.
- Maintain confidentiality of sensitive information.
- Handle basic accounting tasks, such as processing invoices and reconciling accounts.

### REFERENCE

**Arc. Adejoh Jacob**

**Customary Court of Appeal, Lokoja, Kogi State.**

**Mr. Kayode Olumuyiwa**

**Lecturer (Bingham University, Karu)**  
**08035955713**