**PHILIP MAMENOKA OKEDI**

**PEACE APARTMENTS, JAHI, ABUJA**

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# Summary

I am an economist, a vibrant and fresh graduate with a second class upper. Performance driven, technologically-oriented and also super eager to learn, given the opportunity, you will be surprised at what I have to offer. If you would like to know more about the skills and knowledge I have acquired, give me a chance to prove myself. I am adaptive, friendly and enthusiastic, able to learn new tasks quickly and proficient in growing key relationships . Represent establishment with friendly, professional demeanour at all times; ability to see the “big picture” and at the same time work at the detailed level

# Skill Set

Financial management, Research, Market Intelligence, Business Strategy, Report writing**,** Account Management, Customer Relationship Management, Data entry, Sales and Marketing, PowerPoint presentation, Customer loyalty and growth, knowledge in front end web design using Html, CSS, jquery and React

# Work Experience

## MINISTRY OF BUDGET AND PLANNING

**Central Business District, Abuja**

**Intern at the Macro Economic department May 2017 – August2017**

* Meeting and greeting clients and visitors to the office
* Typing documents and distributing memos
* Handling incoming/outgoing correspondence and filing
* Data analysis and interpretation
* Creating and modifying documents using Microsoft Office
* Setting up and coordinating meetings and conferences
* Updating, processing and filing of all documents
* Data entry management

## MINISTRY OF BUDGET ENUGU

**GRA, Enugu**

**Intern at the Planning Research and Statistics.** August 2019– August 2020

* Meeting and greeting clients and visitors to the office
* Typing documents and distributing memos
* Creating and modifying documents using Microsoft Office and Excel.
* Assisted in entering logs for the office

# Education

**SALEM UNIVERSITY LOKOJA** September 2014 – July 2019

B.Sc. Economics

* Graduated with second class upper division

**PREMIERE ACADEMY LUGBE** September 2009 – August 2014

West African Senior School Certificate

# Other Information

* Fluent in English
* Ability to help other manage finances
* Experience in web design
* Hobbies and interest includes Travelling, cooking, Reading, Photography, Meeting new people and Sports

# Personal Data

Date of Birth : 12/07/1996

Marital status : Single

Sex : Male

State of Origin : Kogi State Age : 23