**SKILLS & SPECIALTY**

* Knowledge in front end web design using Html, CSS, jquery and React
* Experience in web design
* Good knowledge in MS office packages like Excel, MS word and PowerPoint
* Financial management
* Market Researching and Analysis
* Business Strategy Design
* Account Management
* Customer Relationship Management

**Address**: Peace Apartments, Jahi, Abuja

**Tel:** +(234)9059580258

**E-mail**：philipokedi@gmail.com

**EDUCATION**

* **SALEM UNIVERSITY LOKOJA - JULY 2019B.Sc. Economics** E F
* **PREMIERE ACADEMY LUGBE - 2014 West African Senior School Certificate**

**CONTACT**

**SELF-EVALUATION**

A highly motivated and vibrant graduate with a

bachelor's degree in Economics that is performance driven, technologically-oriented and also eager to learn, and implement fresh and business forward ideas to improve business performance in profit making, customer base increase and rentetion. I am adaptive, friendly and enthusiastic, able to learn new tasks quickly and proficient in growing and maintaining key relationships.

**INFORMATION**

Location : NewYork

Birthday ： 1990.11

Gender ： Female

**PHILIP OKEDI**

**PHILIP OKEDI**

**PERFORMANCE DRIVEN, TECHNOLOGICALLY-ORIENTED**

**WORK EXPERIENCE**

**ST ELLES FASHION HOUSE**

**Manager: February - November 2016**

* Maintain business operations, and work with clients
* Manage other staff members
* Research on fashion trends
* Keep accounting records and bank all income
* Supervise and work with team of designers
* Ensuring deliveries are met and of standard

**MINISTRY OF BUDGET AND PLANNING - ABUJA**

**Intern: Macro Economic department: May 2017 – Aug 2017**

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

**MINISTRY OF BUDGET - ENUGU**

**Planning Research and Statistics (NYSC) Aug 2019 to July**

**2020**

* Typing documents and distributing memos
* Creating and modifying documents using Microsoft Office and Excel
* Assisted in entering logs for the office
* Worked closely with the management in setting up and
* coordinating group meetings
* Ensure documents such as memos are type and distributed in
* due time
* Assisted the team in research and data analysis.

**STUDIO 24**

**Photographer and Image Editor: Dec 2020 - Till Date**