

UKPAI, AMARACHI REBECCA

Address: Deeper Life Junction, Zuba Abuja

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CAREER OBJECTIVES:

To work in a dynamic organization and contribute to its growth with opportunities for career development and advancement by working according to the framework of the organization's corporate objectives.

PERSONAL DATA:

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|--------------------------|------------------------------|
| Date of Birth: | 23 rd March, 1998 |
| Sex: | Female |
| Marital Status: | Single |
| Local Govt. Area: | Afikpo South |
| State of Origin: | Ebonyi State |
| Nationality: | Nigerian |
| Religion: | Christianity |

EDUCATIONAL QUALIFICATIONS:

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| 2025 | National Youth Service Corps (NYSC) |
| 2023 | University of Calabar, Calabar Bachelor of Education (B. Ed) Education and Economics |
| 2014 | Zero Limit Computer Institute, Calabar Cross River State. <i>Diploma in Computer Appreciation & Application</i> |
| 2008-2014 | Great Brains Secondary School, Aba Abia State <i>West African Examination Council (WAEC)</i> |
| 2000-2008 | Presbyterian Church of Nigeria (PCN) Primary School Big Qua Town Calabar <i>First School Leaving Certificate (FSLC)</i> |

WORKING EXPERIENCE:

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| Committee on Federal Character and Intergovernmental Affairs, National Assembly, Abuja (NYSC) | 2024-2025 |
| Position: Administrative Assistant | |

- Answering phone calls and responding to emails
- Managing schedules, calendars, and appointments
- Preparing documents, reports, and presentations
- Maintaining files, records, and databases
- Coordinating meetings, events, and travel arrangements
- Providing general administrative support to executives, managers, or teams

Children of Promise International School

Position: Teacher

2021-2023

- Lesson planning and delivery
- Assessing student progress and providing feedback
- Creating a supportive and engaging learning environment
- Building relationships with students, colleagues, and parents
- Adapting teaching methods to meet diverse student needs
- Staying updated on curriculum developments and best practices
- Encouraging critical thinking, creativity, and problem-solving skills
- Fostering a love for learning and personal growth

Roicomsat Cyber Café

Position: Administrative Assistant

2023-2024

- Manage schedules and appointments for senior management.
- Coordinate meetings and conferences, including arranging venues and catering.
- Prepare and distribute correspondence, memos, and reports.
- Maintain office supplies and equipment, and place orders as needed.
- Assist with the preparation of budgets and expense reports.
- Handle incoming and outgoing mail and packages.
- Organize and maintain filing systems, both electronic and physical.
- Provide general administrative support, such as answering phones and greeting visitors.
- Assist with special projects and events as assigned.

PERSONAL SKILLS:

- ✚ Self-motivated and target oriented
- ✚ Computer Literate
- ✚ Physical and mental alertness
- ✚ Effective use of initiative
- ✚ Fluent communication skills in English language

REFEREES

Mr. Tope Adeniji

Clerk Committee on Federal Character and
Intergovernmental Affairs,
National Assembly, Abuja.
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Mr. Jude Nkoro

CEO Roicomsat Cyber Café
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