

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:

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:

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:

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

Parallel News tv

Position: Publisher

2021-2022

- Edited and revised news stories
- Ensured adherence to the publication's style guide
- Wrote and edited news stories for publication on the website
- Conducted research to develop story ideas or angles on existing stories

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

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