CURRICULUM VITEA

Okoli Esther Purity

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CV Highlights

- Currently learning Web development Programs with Zuri.
- Learnt basic Python, C++, Bootstrap Framework, Solidity on Udemy.com.
- Learnt Blockchain Technology with Binance Smart Chain.
- I am an independent, dedicated and efficient person.
- I have Good Communication and Presentation Skills.
- Awesome attitude towards leadership, authorization and delegation.
- I am very good with conflict resolution and negotiation, and a very good team worker.

Work Experience

Interproject Nigeria Ltd (2012 - 2018)

Admin Manager

Job Responsbilities

- Maintains administrative staff by recruiting, selecting and training
- Maintaining a safe and secure work environment, developing personal growth opportunities
- Approving invoices and making payments to clients, perusing and approving staff salaries.
- Carrying out internal auditing of company expenditures timely.
- Making arrangement of international and local journeys.
- Attending corporate meetings and any other assignment as directed by the directors.

Additional Work Experience

Global Touch West Africa Ltd (2008 - 2010)

Admin Associate

Job Responsbilities

- Improve program and service quality by devising new applications; updating procedures;
  evaluating system results with users
- Maintains continuity among corporate, division, and local work teams
- Maintains professional and technical knowledge by attending educational workshops;
  benchmarking professional standards
- Reviewing professional publications; establishing personal networks
- Contributes to team effort by accomplishing related results as needed
- Attending corporate meetings and any other assignment as directed by the directors.

Educational Qualifications

Qualification	School Attened	Year
Post Graduate Diploma in Education	National Teachers Institute Kaduna	2013
Proficiency Cert. in Mgt	National Institute of Management	2013
HND Coop. Econs & Mgt	Federal Cooperative College Kaduna	2009 - 2010
ND Coop. Econs & Mgt	Federal Cooperative College Kaduna	2006 – 2007
Diploma in Cmputer	PRESSE Network Computer Institute Kaduna	2002
S.S.C.E	Hawad Int'l Sch. Kaduna	2002

Additional Acquired Courses

- C++ - Basic Programming – Joseph Computers
- Python – Fundamentals and Dynamic Programming - Josept Computers
- Material Design - Programming Hub
- Solidity – Basic Smart Contracts Programming and Deployments - Binance Smart Chain
- HTML, CSS, Javascript – Frontend Web Development (On-Going) - Zuriboard.com

Personal Information:

- I am a competent administrator and teacher/trainer with over 10 years of work experience within the administrative industry.
- Spoken Languages:English, Igbo, Yoruba, Hausa and Igala
- Hobbies:I love Programming, Teaching, Training, Learning, Reading, Writing, Cooking and Interacting. I also enjoy discovering new things

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge.