

# **UDO, VIVIAN UZOAMAKA**

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Etche Rivers State.

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## **OBJECTIVES**

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I am a young, vibrant, energetic and well-skilled corporate personnel whose predilection for excellence is second to none. I have a very good interpersonal skill and ability to work effectively as an adept team player and one who pays great attention to details. Without leaving any stone unturned, I carry out any given task with accuracy, promptness and an integrity-driven mindset towards achieving organizational goals.

## **KEY SKILLS AND QUALITIES**

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- Proficiency in Information and Computer Technology
- Excellent interpersonal relationship skills
- Good project management and team building skills
- Good written and verbal communication skills
- Excellent leadership skills
- Ability to work under pressure, meet deadlines, exercise patience and meet last minutes demands
- A fast learner with good analytical skills and ability to multi-task

## **EMPLOYMENT HISTORY**

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**Administrative Staff, SME Department of Ministry of Commerce and Industry, Lokoja, Kogi State (National Youth Service Corps)**  
(November 2015 – October 2016)

Responsibilities:

- Maintenance of document and file archiving for SME's registered in the State
- Processing and collection of business premises fees
- Relating with the director on issues bordering on administrative concerns
- Dispatch of letters to predetermined locations
- Acting on behalf of the department where necessary

## VOLUNTEER WORK

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### **Music and Band Community Development Service (C.D.S) Group, Kogi State Chapter** *(October 2015 – October 2016)*

#### Responsibilities:

- Carrying out free training services for secondary school students
- Running a module on Bass Drum techniques for primary school pupils for free
- Mentoring school students on the choice of career
- Teaching students and pupils on good moral values and standards expected of them in the society

## EDUCATION

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- **Akanu Ibiam Federal Polytechnic, Unwana, Ebonyi State**  
*(2012 – 2015)*

Higher National Diploma (HND), Business Administration

- **Akanu Ibiam Federal Polytechnic, Unwana, Ebonyi State**  
*(2009 – 2011)*

National Diploma (ND), Business Administration

- **Federal Government College, Ohafia, Abia State**  
*(2002-2008)*

West Africa Senior School Certificate, 2008

- **InterKings Primary School, Amaekpu, Ohafia, Abia State**  
*(1996-2002)*

First School Leaving Certificate, 2002

## PERSONAL DATA

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- **Date of Birth:** 5 October 1991
- **Place of Birth:** Ohafia, Abia State
- **State of Origin:** Abia State
- **Local Government Area:** Ohafia Local Government Area
- **Home Town:** Amaekpu Ohafia
- **Sex:** Female
- **Marital Status:** Single
- **Next of Kin:** Miss Udo Stella Ada
- **Address of Next of Kin:** No. 10, Ahawa Road, Amaekpu Ohafia, Abia State

## HOBBIES & INTERESTS

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- Teaching
- Reading

## REFEREE

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**Mrs. Nnenna Nnoke**

Ohafia Microfinance Bank,  
Amaekpu Ohafia, Abia State

**Phone Number:** +234806 400 3800

**Engr./Dr. Okechukwu Ihemadu**

Director, Center Of Entrepreneurship  
Akanu Ibiam Federal Polytechnic,  
Unwana, Nigeria

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**Barr. Okwnu K. Eke**

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**Hon. Sergin O. I've**

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Executive Governor of Abia State

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