

OSANA, Nathaniel Prince

No 27, Esene Street, Off Auchì Express Road, Benin, Benin City

PERSONAL SUMMARY

A hardworking confident smart individual who can work well proactively, a good team-player who is able to influence people and is success-driven and solution-oriented.

BIO DATA

- Sex: Male
- Age: 29 years
- Nationality: Nigerian
- State: Edo
- Local Govt: Uhunmwonde

WORK EXPERIENCE

- Corp Member – National Youth Service Corps (*Sokoto*) **2018-2019**
 - Conducts successful classroom procedures for maximising learning outcomes.
 - Assists with the preparation, organization and documentation of learning activities.
 - Works under harsh weather conditions.
- Manager – Christian Fellowship International (CFI), Akure **2013-2016**
 - Worked to achieve financial stability for the organization.
 - Saw to the growth of the organization by ensuring that every unit in it functioned to full capacity.
 - Prepared monthly documentation and reports of the running and progress of the organization to higher officers.
- Intern – Ministry of Works, Akure (*6-month internship*) **2015**
 - Acquired some office administration skills and project management.
 - Prepared logs and report operational procedures undertaken during my internship.

CERTIFICATION

- Project Management, New Horizons Inc, **2022**

ACADEMIC QUALIFICATIONS

- B. Tech., Building Technology, *Federal University of Technology, Akure*, **2017**
- WASSCE, *Greatest Group of Schools*, **2009**
With 7 credits passes including Mathematics, English Language, and Economics.
- Primary 6 Living Certificate, *Word of Faith Group of Schools*, **2002**

REFERENCES

Available upon request.

SKILLS & COMPETENCES

- Good IT skills
- Office administration
- Project management
- Query resolution
- Team leadership
- Excellent listener
- Excellent communicator
- Good organisational and multi-tasking skill
- Microsoft Project proficient

EXTRA CURRICULAR

- Reading motivational & business book
- Attending seminars
- Playing chess games

CONTACT INFORMATION

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