**UZOALOR OBIANUJU OGONNA**

**08034707027, obianujuuzoalor8@gmail.com**

**11 CHARLEY CLOSE, OFF ELITOR STREET WOJI, PORT HARCOURT, RIVERS STATE,**

**Objective:** To be part of a team poised to provide quality solutions and services that will see to the accomplishment of the organizations’ goals and objectives.

**Personal Data;**

**DATE OF BIRTH NOV. 8TH 1975**

**SEX**  FEMALE

**MARITAL STATUS** SINGLE

**STATE OF ORIGIN ANAMBRA STATE**

**L.G.A** IDEMILI SOUTH

**Job Experience:**

1. **MARIA MONTESSORI CARE INTL SCHOOL**

**Class Teacher Jan. 2014 Till Date)**

* **General supervision of the children**
* **Assisting in Administrative activities**
* Identify and develop newpotentials in pupils
* **Assisting in recruitment activies**

**2. AIR MIDWEST LTD LAGOS**

**(Customer Service Officer 2008– 2011).**

* **Interacts with the customers**
* **Assisting in administrative duties**
* **Helps to resolve customers' complaints**
* **Assisting in clerical tasks**
* **Assists in the sale of company's products to the customers**

**3. SWEET MOTHER COMMUNILiteracySalesSS MAGAZINE)**

**Secretary - Jan 2006–2007**

* **Clerical duties**
* **Attending to the needs of the customers**
* **Assisting in typing materials for the magazine production**
* **Assisting in the sales of the magazine**

**4. iNFINEON SECURITIES**

Front Desk Officer /Admin. Officer:

* Typing, printing, scanning, photocopying, internet services etc
* Performing administrative duties
* Attending to customers' needs

5. CERTIFIED BOARD OF ADMINISTRATORS

Admin executive

Educating students about the need to be members of the board

Performing administrative duties

Assisting in clerical duties

Typing, printing, photocopying and internet services

**Educational Qualifications**

**Social Care Induction certificate 2022**

**Master of PUBLIC ADMIN( MPA)**

**University of Lagos, Lagos State.**

**2010**

**Bsc PUBLIC ADMINITRATION** 2002-2001

UNIVERSITY OF BENIN, BENIN CITY

Anambra State College Of Education, Nsugbe

Anambra State.

1997

**Senior Secondary School Certificate** 1993

**Primary School Certificate** 1987

**Personal Qualities**

Computer literate (Microsoft office, Microsoft Excel, Power point and Internet Utilities). Good Communication Skills and Interpersonal skills, Strong Drive for Performance, Fluent in English and Igbo Languages, Proactive, Initiative and a Team Player with ability to work under pressure with minimum or no supervision.

**SKILS ACQUIRED**

Computer Literacy,Customer Relations, Teaching skills, Training, Presentations, Child care, Care of the elderly etc

**HOBBIES**

Travelling, Reading, and socializing.