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**RESUME**

**PASSPORT NATIONALITY: NIGERIAN**

**POSITION APPLYING FOR:**

**PROFILE**

**Career Objectives /Professional Experience Summary:**

To be an exceptional team player working in a competitive, well structured, result oriented company with a conducive working environment that shows demand for hard work a clear mission for all his stake holders.

I am a professional trained Teacher with four year worth mainly in the nursery and primary, preparing, planning and delivering work for pupils appropriately base on curriculum and school policies. Marking of School pupils attendance register and recording scheme of work in the Dairy.

As a Receptionist/Secretary in Aladine Nigeria Limited I carry out recording of all company emails and Handling of Archive.

Typing of all document ( Projects and Contracts), Scanning and Fax.

Receiving of calls, Guests, keeping of Memo and booking of appointment.

Handling the booking of guest in appropriate hotels

Taking records of all office stationeries and issuing to staff in need.

Arrangement of office move. Buying of items

As a Computer Operator/ Accountant in Uko's Business Centre, responsibility includes but not limited to:

Scanning of documents,

Operating Commercial Photocopy Machine,

Typing of document (Projects and Contracts)

Selling of stationeries, Mobile Phone Recharge Cards

Making of account and banking of Sales monies.

Taking delivering of purchase from wholesalers, arranged for logics and storing of items in appropriate shelf and stores.

Stock taking to ensure accountability of the business.

As a document Controller in Elite Groups of company responsibility includes but not limited to:

Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.

Input document data into the standard registers ensuring that the information is accurate and up to date.

Generate the various document control reports as required.

Typing of site documents, and follow up of all the site needs

Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable

Maintain updated records of all approved documents and drawings and their distribution clearly

Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.

Maintain the files and control logs as required by the project.

**SKILLS, ABILITIES AND COURSES**

* Highly motivated with the willingness to take initiative in a fast-paced work environment.
* Able to confidently discuss problems and solutions with Colleagues.
* Able to make a relevant contribution to analysing problem situations, identify & propose solutions.
* Good interpersonal skills, ability to build relationships, work well in a team and communicate confidently and effectively across all levels.
* Attention to detail, a flexible, good-humoured, problem-solving attitude.
* Disciplined and consistent approach to work.
* Resourceful, efficient, proactive/Strong conceptual, visual and verbal skills.
* Keep up to date on creative as well as marketing trends.
* Proficient in MS Office (Outlook, Word, Excel, PowerPoint (Presentation), PDF and basic SAP etc.
* Highly proficient in the practical application of professional/technical knowledge.
* High integrity and demonstrable enthusiasm to do an excellent job.
* Effective evaluation and safe keeping of children.
* Identification of children educational needs.
* Lesson Plan, Lesson Note writing and filing of dairy .
* Making improvisation for teaching, organization of learning environment.

**BIO-DATA**

Date of Birth: 21 October. 1982 Sex: Female Marital Status: Married

Place of Birth: Eze-Alayi Language Spoken: Ibo and English

**WORK EXPERIENCE**

I have over Eleven (11) years working experience, in handling Teaching, Directing, organizing managing classroom. Effective evaluation of children and the learning environment and using various methodology. Public Relations Duties, also knowledgeable in Accounting, Computer, Front Desk Document Controller - Recording and Filing, Taking of Inventory, Store Keeping, Compiling of Quarterly/Monthly Reports .

1. **2009 – 2012 TEACHER : ANGLICAN NURSERY & PRIMARY SCHOOL (BRITISH CURRICULUM) NO 4 EFEJUKU STREET IGBUDU WARRI NIGERIA.**

Responsibility includes but not limited to:

Teaching Computer, Mathematics, English, Social Studies, Elementary Sciences and Moral Instructions.

Writing of Lesson Notes, Lesson Plans, Co-ordinating of Assembles of pupils.

Marking of Attendance Register, Filling the Scheme Dairy, Marking the Pupils Exercises, Evaluating the Pupils performance.

Recording of Scores, calculation of scores, Attendances and issuing of Report Card To Pupils.

Counseling of Pupils and Parents on various issues of wards.

Safe keeping of Children during and after school hours till Parents or guardians come to pick their wards.

1. **2005 – 2009 RECEPTIONIST/SECRETARY: ALADINE NIGERIA LIMITED, 61 AIRPORT ROAD BY TOTAL FILLING STATION**

**WARRI.**

Responsibility includes but not limited to:

Recording of all company emails and Handling of Archive.

Typing of all document ( Projects and Contracts), Scanning and Fax.

Receiving of calls, Guests, keeping of Memo and booking of appointment.

Handling the booking of guest in appropriate hotels

Taking records of all office stationeries and issuing to staff in need.

Arrangement of office move. Buying of items.

1. **2002 – 2005 DOCUMENT CONTROLLER IN UKU’S GROUP OF COMPANY,** **WARRI**

Responsibility includes but not limited to:

* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Typing of site documents, and follow up of all the site needs
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project.

**Skills**

* **Knowledge in use of spreadsheets, database, word processing and selected job specific software.**
* **Ability to keep clear and accurate records and reports.**
* **Ability to use computer and rapidly input data and retrieve records and information.**
* **Ability to organize work load and to manage a filing methods and management techniques**
* Good Communication skills

1. **1999 – 2002 COMPUTER OPERATOR/ACCOUNTANT IN ELITE BUSINESS CENTRE,** **COLLEGE OF EDUCATION,WARRI**

Responsibility includes but not limited to:

Scanning of documents,

Operating Commercial Photocopy Machine,

Typing of document (Projects and Contracts)

Selling of stationeries, Mobile Phone Recharge Cards

Making of account and banking of Sales monies.

Taking delivering of purchase from wholesalers, arranged for logics and storing of items in appropriate shelf and stores.

Stock taking to ensure accountability of the business.

**EDUCATION:**

**2002-2006 College of Education, Warri Delta State**

**1992 – 1996 St. Anthony Comprehensive Secondary School Warri**

**1986 – 1991 Omoshola Primary School Warri.**

**INTEREST**

Enthusiastic, Sensitive and Practical approach to People related issues, engaged in Charitable Events, Socializing and Networking.