**ANITA NNENNA UKPABI**

**OBJECTIVES**

To work in a challenging environment that provides a platform to innovate, proffer solutions, take up greater responsibilities within projects while maintaining excellence, productivity and in return contribute to the achievement of my employer’s goal.

**STRENGTH AND VALUES**

* Flexibility, loyalty and determination
* Ability to work in a team
* Good analytical and communication skill
* Ability to perform with little or no close supervision
* Good team leadership with the drive to attain result
* Self-confidence and good coordination skills

**EDUCATION AND QUALIFICATION**

**2011 B.Sc. Mathematics and Economics**

 University of Benin, Edo state.

**2004 Senior Secondary School Certificate**

Federal government girls’ college, Umuahia.

**WORKING EXPERIENCE**

 **Feb 2014- April 2015 Double platinum global projects limited.**

 **(Administrative officer)**

* **Supervision of administrative service**
* **Management of databases.**
* **Keeping and recording of financial transactions.**

**Oct 2012-Oct 2013 (NYSC). Nigerian Air Force, Abuja**

 **(Air Expo; Registry)**

* Evaluation and collection of inventories
* Implementation and effective execution of collected data
* Coordination of weekly and monthly meetings among corps members as stipulated by my supervisor.
* The use of excel for
* Verification of purchased materials.
* Coordination of research on new air fleet for approval.

**COMPUTER KNOWLEDGE**

* Microsoft Excel and Word

**VOLUNTEER EXPERIENCE**

**2002-2004** President International association for volunteer effort, Federal

 Government girls’ college.

**2003-2004** Environmental prefect Federal government girls’ college.

**2012-2013** Vice president of sanitation Group and first aid outreach programme

**HOBBIES**

Adventures

Singing

Dancing

Learning

**PERSONAL DETAILS**

Gender: Female

Date of Birth: Nov 16th, 1989

Language(s): Fluent in English, Ibo and Turkish

Nationality: Nigerian

Marital status: Single

**Job Seeker First Name / CV No: 1836906**

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