

OKAFOR , ONYINYE BLESSING

Flat 4, Plot 306, 62 ROAD Gwarinpa Estate, Abuja.

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Phone No. +2348161210853

CAREER OBJECTIVE:

To serve in the capacity that would advance the course of the organization, through constant striving for excellence in job output and to enhance a good working relationship in an atmosphere of progress. More so to work in an environment where I can get the opportunities to prove my ability by accepting challenges, fulfilling organizational goal and climb the career stairs through continuous learning and commitment.

PERSONAL DATA:

Sex:	Female
Date of Birth:	28 th July, 1994
Nationality :	Nigeria
State of Origin:	Anambra State
LGA:	Akwa South
Marital Status:	Single
Religion:	Christianity
Language:	English & Igbo

PERSONAL SKILLS

- ✓ Ability to Communicate In a Credible and Effective Way;
High proficiency in fluency and interpersonal communication skills to ensure that information is shared.
- ✓ Ability to Foster Integration and Team Work;
Develop and promote effective relationship with colleagues and team members. Operate as a team player and also accept joint responsibility for team success and short comings.
- ✓ Ability to produce result;
Produce and deliver quality result and always ambitious towards goal getting and committed in achieving them.
- ✓ Ability to adapt to new concepts:
Adapt and respond positively to change and propose workable solutions.

COMPUTER SKILLS

- ✓ Highly proficient in the use of Microsoft Office tools, Excel and Power Point. Etc.

EDUCATIONAL QUALIFICATION:

- | | |
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| ✓ National Youth Service Corps | 2016-2017 |
| ✓ Chukwemeka Odumegwu Ojukwu University,
Anambra State. B.A Philosophy (Second class Upper) | 2012-2016 |
| ✓ Afrihub Certificate Chukwuemeka Ojukwu University
Diploma in Computer | 2016 |
| ✓ Saint Mary's Secondary School
WASSCE | 2006-2011 |
| ✓ Pamela Memorial Primary School, Lagos
F.S.LC. | 2002-2006 |

WORK EXPERIENCE

ESTABLISHMENT

- Ministry of Information
Sumit Road, Asaba, Delta State.
- The Gold Bridal & Event Planning
No. 4 Njote close, Omagba phase 1 Onitsha,
Anambra State.

DESIGNATION AND DATE

Corper Assistant (Admin)
2016-2017

Secretary,
2011-2012

INTEREST

- ✓ Surfing the Internet
- ✓ Traveling
- ✓ Reading
- ✓ Socializing

REFERENCES

MR. EYOUFE FIDELIS

A.C.A.O
Ministry of Information
Sumit Road Asaba, Delta State
08035087633

MRS. OKONKWO CHIDINMA

National Assembly,
FCT, Abuja
08068343768

MR. FRANK APOKWU

D.A Ministry of Information
08036696303