



CHINECHEREM BRENDA ELIJAH

No 5C Boundary Street Aba, Abia State

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CAREER OBJECTIVE:

To strive for excellence and precision at all times, in all positions and circumstances, attaining professional distinction and proficiency.

Tailoring my abilities to the general objectives of my employer .

PERSONAL DATA:

Date Of Birth:	23 rd August, 1988
Sex:	Female
Marital Status:	Single
Nationality:	Nigerian
State Of Origin:	Abia State
Local Govt.	Bende
Religion:	Christian
Language:	English And Igbo

EDUCATIONAL QUALIFICATIONS:

2007 – 2011	Imo State University Owerri. B.Sc (Business Mgt. – Second Upper Division)
1999 – 2005	Biribi Memorial Grammar School, Rivers State. (WASSCE)

SKILLS / PERSONAL QUALITIES:

❖ Good writing and oral communication skill.

- ❖ A good team player.
- ❖ Creative and innovative skills.
- ❖ Self motivated and Target oriented
- ❖ Integrity and transparent honesty.

WORK EXPERIENCE:

NATIONAL YOUTH SERVICE CORP (June 2012 – June 2013)
Desk Correspondent, Uvwie Local Government Council NYSC Secretariat
Delta State.

Responsibilities:

Welcoming visitors as well as coordination of work schedule and activity programs. Proper segmentation of official records and documents both as hard and soft copies.

Achievements:

Enhancing that all official documents and files were backed up in soft copies to ensure proper organization

COMPUTER SKILLS:

Basic skills in computer programming, Microsoft windows, Microsoft office:-Excel, PowerPoint and Access, Internet web ability.

HOBBIES:

Reading, meeting people and traveling.

COMPETENCE:

Good relationship with people.

REFEREES:**Mr. Nnamdi Nwagwu**

Diamond Bank
Aba
08033401646

DR. Agulanna E. C.

Imo State University (Lecturer)
Owerri
08033299170