

OKEKE IFEOMA GLORIA

5, Unity Crecent Street Alasia Bustop, Ijanikin Lago State.

Tell: 09168194698, 09078921767.

Email: Okeke5342@gmail.com

OBJECTIVE

To use my experience, team communication and administrative leadership to contribute to the growth an development of this organization. Also to enhance my professionalism with broad skills and maintain good relations with both the Staff and my Colleagues. I can multi tasks and handle interruption and remain focused to ensure detailed accuracy and productivity.

PERSONAL DATA

- **Name:** Okeke Ifeoma Gloria
- **Date of Birth:** 7th July, 2000.
- **Place of Birth:** Lagos State
- **State of Origin:** Imo State
- **Local Government Area:** Orlu
- **Nationality:** Nigerian
- **Marital Status:** Single

EDUCATIONAL INSTITUTION ATTENDED WITH DATES

- Unique Primary School 2004-2010
- Friends Of Success College 2011-2015
- Imo State Polytechnic Umuagwo 2018-2024

ACADEMIC QUALIFICATION OBTAINED WITH DATES

- First Leaving Certificate (FLSC) 2010
- West Africa Examination Certificate.(SSCE). 2016
- National Diploma 2021
- Higher National Diploma 2024
- NYSC 2026

WORKING EXPERIENCE

- Beloxxi Company 2016 – 2018
- Omoyele Academy, Ogun State. 2026 Till- date

SKILLS

- *Good Communication Skill, Computer literate, Good class management skill, Group training and Education*
- *Team leadership, Organization and planning andPatient service*

HOBBIES

- Reading
- Cooking
- Meeting people

REFEREES

Miss. Okeke Chioma Charity

TeL: 08059506317

Mr. Okeke Jude Chimezie

TeL: 08054603449