

UDEAFOR AUGUSTINA UKAMAKA

Address: Lugbe, Abuja

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Career Objectives

- Detail focused and highly analytical individual with 3+ years' work experience, a visionary, result driven individual, who is motivated and detail-oriented in profession, who also comes with organizational skills and a passion for success. I have experience as an administrative assistant, teacher and also a waitress. I am a quick learner with excellent communication skills. I believe that I will be an asset your team.
- Strong communication skills a team player with high sense of responsibility, relates perfectly well with all levels of management and organizational prospect.
- Seeking position, in an organization where I could implement my skills and techniques towards attaining organizational goals and objectives.

Personal Details

Sex: Female

Marital Status: Single

Hobbies: Reading, researching, sporting, singing, dancing, and travelling.

WORK EXPERIENCE

KANT EMPIRE LIMITED NASARAWA

2026

Post Held: Sales Representative

Key accomplishments:

- Identified and contacted potential customers or clients.
- Presented and explained products or services to customers.
- Understand customers' needs and recommended suitable solutions.
- Negotiated prices, terms and sales agreement.
- Maintained relationships with existing customers and followed up on their needs.

LOBTIK GUEST INN SHAGARI, NASARAWA

2022

Post held: waitress

Key accomplishments:

- Greeted customers, take orders and served food and beverages in a friendly and attentive manner.
- Provided customers with menu information, including descriptions, prices and recommendations.
- Handled customer complaints and concerns in a professional and courteous manner.
- Took orders accurately and ensured that orders are complete while checking for missing or incorrect items.
- Managed tables which include setting and clearing tables ensuring that the dining area is clean and organized.

Post held: teacher**Key accomplishments:**

- Delivered lessons, including planning, preparing, and teaching classes.
- Created lesson plans, setting goal, objectives and assessment.
- Maintained classroom discipline, establishing rules, regulations and consequences.
- Developed students' potential, including encouraging creativity, critical thinking, and problem-solving.
- Supervised students during lessons, activities, and transitions, ensured their safety and well-being.
- Provided one-on-one or small group support to students who need additional help.

EDUCATIONAL QUALIFICATION

FEDERAL POLYTECHNIC, NASARAWA, NASARAWA STATE Higher National Diploma (HND) in civil engineering technology	2024 - 2026
FEDERAL POLYTECHNIC NASARAWA, NASARAWA STATE National Diploma (ND) in civil engineering technology	2021 - 2023
ABUJA STANDARD COLLEGE, DUTSE, ABUJA Senior School Certificate Examination (SSCE)	2014 - 2020
HOLY FAMILY PRIMARY SCHOOL, AGUATA, ANAMBRA STATE First School Leaving Certificate (FSLC)	2004 - 2013

Key Skill Set

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| • Integrity Strong. | • Communication Skills. | • Flexibility/Adaptive. |
| • Interpersonal Skills. | • Creative/ Problem Solving | • Time Management. |
| • Strategic planning skill. | • Team work & collaboration. | • Administrative skills. |
| • Analytical skills. | • Emotional intelligence. | • Team leadership skills |
| • Report management | • Computer operating skills. | • Multitasking abilities |

Referee

Available on Request