

Curriculum Vitae

Personal Data:

Surname: Ekpo
Other Names: Blessing Sunday
Marital Status: Single
Date of Birth: 16th May, 1990.
Sex: Female
L.G.A: Ikono.
State: Akwa Ibom State.
Nationality: Nigerian.
Phone: 08130436671.
Email: blesssunday86@gmail.com
Contact Address: 1 Ihunwo close, Alcon Road, Woji

Educational Background

Police Children Primary School, Port Harcourt. 2002.
National Professional Secondary School, Port Harcourt. 2008.
Maurid Polytechnic, Mbiaso Akwa Ibom State. 2015/2016.

Qualification Obtained with dates.

First School leaving certificate (FSLC) 2002.
Senior Secondary School Certificate (WASSCE) 2008.
National Diploma (ND), Computer Science. 2015/2016

Certification Training

CyberWorld Internet Solution 2023
Diploma in Computer Appreciation and Application

ICT Skills: Microsoft Office, PowerPoint, Excel, Microsoft Paint, Publisher, Internet, Corel Draw and WordPress.

Personal Profile:

Ability to work well with people at all levels.
Attention to details and a well-organized approach to work.
Politeness and Professionalism.
Excellent organizational ability.
The ability to prioritize work and to work well under pressure .

Work Experience

Employer 1

LabMedica: Port Harcourt, Rivers State. 2010-2012.

Position: Secretary.

Duties

- Keeping of transaction records.
- Receive and route messages and documents such as laboratory results to appropriate staff.

- Maintain medical records and correspondence files.
- Answer telephones and directs calls to appropriate staff.
- Scheduling appointments.
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Ensure office equipment is properly maintained and serviced.
- Filing documents in their corresponding locations.
- Answer phones and transfer to the appropriate staff members.

Employer 2

GK Integrated Concept, Port Harcourt, Rivers State.

2012- 2014

Position: Sales Representative.

Duties

- Ensures smooth sales process.
- Attending to customers.
- Keeping of sales records.
- Resolves customer's complaints by investigating problems, proffering solutions, preparing reports and making recommendations to management.

Employer 3

Nigeria Port Authority

2017

Position: Industrial training (IT).

Duties:

- Registration of manifest
- Dispatching of documents and letters within the Port
- Locating documents for staff members
- Filing documents in their corresponding locations
- Scan and photocopy documents
- Type documents, report and correspondence

Employer 4

2018/2022

Toolz.ng

Position: Sales Representative/ Digital marketer

Duties:

- Uploading and approving tools in the website
- Supervising the work of my team
- Keeping of transaction records
- Answer phone calls and direct calls to the appropriate staff
- Sales representative

Employer 5

2022

Ini Photography

Position: Admin Assistant

Duties

- Scheduling appointments.
- Keeping of transaction records.
- Answer telephones and directs calls to appropriate staff.
- Filing documents in their corresponding locations.

REFEREE:

Mrs. Comfort Fenibo

08025895475

Engr. Samuel Ekpo

07038971383