ALOHO IVEREN BLESSING

Adminstrative Virtual Assistant

I am a detailed oriented individual, quick learner with strong communication and organisation skills, I meet up with deadlines and I like to acquire new skills.

Email: ivaloho002@gmail.com

Phone Number: +2347038389023

Linkedin: inkedin.com/in/iveren-aloho-1bb3a823b

Nationality: Nigerian

***EDUCATION AND PROFESSIONAL HISTORY***

*2015-2016* ***National Youth Service Corp (NYSC)***

*2010* ***Ma2Brains Computer Gboko Benue State***

 *Diploma in Desktop publishing*

*20010- 2014* ***Benue State University****, Benue State Nigeria*

***Bachelor of Science Computer Science.***

 ***Project***

 *-An employee time tracking system*

*2002- 2008* ***Federal Government Girls College Gboko, Benue State***

 *National Examination Council (NECO)*

 *Senior School Certificate Examination (SSCE).*

*1996- 2002* ***Aunty Ayam Nursery and Primary School Gboko Benue State***

 *Certificate of Primary Education*

**WORK EXPERIENCE**

 Administration Secretary

Towering Tots school Makurdi

01/2022 – Present

A standard Primary School with good morals and advanced modern way of teaching Learners

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Achievements /Tasks/Qualities

* Prepare worksheets for the learners
* Schedule meetings and appointments
* Receive phone calls
* Make photocopy of documents
* Carry out research to prepare the learners worksheet
* Input learners test results and examination results
* Pay great attention to small details
* Very patient
* Organized
* Good communication skills

**SKILLS**

Microsoft Excel, Google Sheet, Ms Power point,(Microsoft Proficiency), slack, Google workspace, Detailed Oriented.

**INTERESTS**

Technology, music, movies

Travelling, Acquiring new skills