**ABALAKA BLESSING EJURA**

 Tel: 08103211917, 09026111390

E-mail: blessingejuraabalaka@gmail.com



**CORE SKILLS AND COMPETENCE**

* Good verbal and Communication Skills
* Pays attention to details
* Result Oriented
* Multi-tasking
* Problem solving techniques
* Ability to work with little or no supervision; Accuracy, Honesty and Integrity
* Critical thinking
* Proficiency in Computer Packages such as: Microsoft Applications, Internet, Corel Draw, Etc.

**PERSONAL DETAILS:**

Date of Birth: 21st July, 1999

Place of Birth: Kogi State

Sex: Female

Marital Status: Single

State of Origin: Kogi State

Local Govt Area: Ofu

Nationality: Nigerian

Address: Chediya Uku, Kano State

**EDUCATIONAL PROFILE**

* Kogi State University (2016 - 2020)

Bachelor of Science in Microbiology

* Federal Government College Ugwolawo (2009 - 2015)

Secondary School Certificate of Examination and Testimonial

**TRAINING AND CERTIFICATIONS**

* Caterdo Covid 19 Challenge (June 2020)
* Jobberman Soft Skills Training (September 2020)
* Jobberman Soft Skills Training (April 2020)
* Tourist Corpers Association of Nigeria (May 2022)
* National Youth Service Corp (April 2022)
* Canva-Desktop & Mobile-friendly Web Pages (June 2023)

**LANGUAGE SPOKEN**

English and Igala

**INTERESTS AND ACTIVITIES**

* Reading, Learning about new ideas and meeting people

**WORK EXPERIENCE**

**Secretary: Holborn Nigeria Limited, Tudun Murtala, Kano State**

* Taking Calls and Handling Correspondence
* Typing, preparing and Arranging Reports
* Filing
* Organizing and Servicing Meetings

**Quality Control Officer: Holborn Nigeria Limited, Tudun Mutarla, Kano State**

* Carry out quality assessment measures of all products appropriate department
* Reject all the incoming raw materials that fail to meet quality expectations and report to the appropriate department
* Prepare documentation of inspection record
* Monitor the production phase at various levels

**Teacher: Merry Heart Global School, Elaite, Kogi State**

* Junior English language

**Ambassador of loya Milk – Promasidor Nigeria limited**

* Sales promotion of Loya Milk
* Product Sampling
* Increased sells of the product
* Daily report on Inventory

**Internship: Pal Pharmaceutical Industries Limited, Bompai, Kano State**

* Cleaning and disinfecting of laboratory equipments
* Collection of raw materials
* Drug test
* Water analysis test
* Environmental test
* Swab test
* Recording of test result

SKILLS & COMPETENCES

* \*Effective Communication \*Teamwork and Team Leadership \*Project Management
* \*Research \*Innovative thinking \*Client Engagement
\*Attention to detail \*Proficiency in MS Word, Excel, and PowerPoint.

**REFEREES**

Available on request.