

ABALAKA BLESSING EJURA

Tel: 08103211917, 09026111390

E-mail: blessejuraabalaka@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.