**OJOAJOGWU SAMSON FARUNA**

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# CAREER VISION

To obtain a position in the Human Resource Department in a progressive organization; to effectively and efficiently deploy my diversified knowledge, skills, experience and creativity towards delivering on its mandate and vision for developing humanity.

CAREER PROFILE

Samson is a highly enthusiastic and versatile graduate of Industrial Relations and Personnel Management from Caritas University, Enugu. I am a dynamic and performance-driven trainee with the aim to develop my career through continuous learning process, which will put me in a vantage position to make positive contributions to the organizational success.

One of my profound experiences in school was serving in the capacity of the “Director of the Reflection by Act”. Thanks to this particular experience, I was opportune to develop communication and critical thinking skills to make informed decision on matters to propel the association forward.

With quality monitoring and reliable training at Nigerian Meteorological Agency (NiMet), I have come to a place of better understanding of industrial practice while serving in the Corporate Communication Unit and a hold of requisite skills to meet basic requirements for a young public relations officer. Key skills, developed through internship have aided me in delivering team projects and I have also received commendations for my contribution to organizational success.

## STRENGTHS AND INTERESTS

* Skills in team work and building capacity.
* Excellent track record of reporting writing skills.
* Proficient in Microsoft office suite (Word, PowerPoint and Excel)
* Knowledge of recruitment and selection procedures
* Attention to detail
* Knowledge of office management and process.
* Good interpersonal skills
* Knowledge of employee relation and management.
* Excellent verbal and written communication skills.
* Employee relation

## EDUCATION

* Bachelor’s honor in Industrial Relations and Personnel Management, second class honours, Caritas University, Enugu state, 2018.
* West Africa Examination Council (WAEC), Sacred Heart Marist College, Ejule, Kogi state, 2013.

## CERTIFICATES

Human Resource Management Dexter and Heros Consulting

Effective Workplace Management Dexter and Heros Consulting

Project Management Professional Dexter and Heros Consulting

Diploma in Human Resource Management

 Alison courses

Effective Writing and communication

 Alison Courses

## WORK EXPERIENCE Nigerian Meteorological Agency, Public Relations/Administrative Intern (NYSC), April 2019 - February 2020

**Duties:** I was saddled with the responsibility of documentation and keeping of records for the Public Relation Unit. I kept track of the organization’s presence on social media. I prepared and handled memos for organization conference.

I wrote drafts of press releases and other important pieces about the Organization.

**HOBBIES**

Music, Travelling, writing and playing games.

## REFERRES

Available on request