**Okogho, Odafe,Oghale**

**Date of Birth:** 21 August, 1991 **Sex** Male

**Address:** plot 41 Dawaki Extension off kubwa Express way , Abuja.

**Phone No.:** 08142066904 **e-mail: odafeokogho@gmail.com**

 **09016781159**

**Marital Status:** Single **Nationality:** Nigerian

**State of Origin:** Delta **Local Government:** isoko south

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| **Personal Profile** | An efficient and creative person pursuing a career in administration, development and management; acquiring experience in National and international organizations. An individual motivated by challenges that require the mental capacity and creative ability. I also have good working knowledge of the computer with a special zeal to work in a team. |
| **Educational Qualification** | * Bsc. Banking and finance University of abuja. With a Lower division; third class (3) degree honor. 2012-2018.
* **S.S.C.E./GCE** Omile, Dutse Zone 6, Abuja 2007-2010.
* Aquinas Primary School, Lagos 1998-2003.

**Skills/Activities**Microsoft office (Power point, Excel & Word); Internet proficiency, beads making and baking of cakes.**Language spoken** Isoko yoruba & English**Personal attributes*** Analytical and resourceful
* Diligent
* Hardworking
* Perfectionist
* Self-motivated and target oriented
* Excellent communication skills
* Ability to work under pressure and tight reporting schedule
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| **Work experience** | **Marklen globa ltd and 2/4 apartment, Abuja.**Position: **- payroll officer,inventery keeper and business developer****Responsibilities*** stock control and management.
* Developing marketing strategies.
* Making sure that salaries is paid at when due to staffs.
* Coordinating and attendance of support group meetings.
* Recognize and reach out to clients in businesses.
* Pitch products and services.
* Develop presentations.
* Create and assess a business marketing strategy.
* Follow through with customer and ensure satisfaction.
* Create collateral to distribute during presentations.
* Report writing.

**University of Abuja teaching hospital Dental unit** Industrial Attachment (IT)**Responsibilities*** Field works
* creatingawareness on healthy leaving
* Administration of dental services
* Focused group discussion

**National Youth Service Corps (NYSC) 2019*** + - Office of the secretary to the state governor
		- Department; payroll/salaries

Responsibilities* Checking of staff worked hours
* Receiving files
* Editing
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| **Hobbies** | Reading, surfing the internet, cooking and travelling.  |
| **Professional Interests.** | Human Resource Management, Administration and Project Management. |
| **Referees:** | Available on request |

Cover letter for Okogho,Odafe,Oghale.

I am a smart and innovative graduate of (BSc.) banking and finance UNIVERSITY of abuja, Nigeria . I graduated with 3rd class degree honor. Attained my NYSC at niger state, I served under the payroll/salary department of the Office of the secretary to the state goverment, Niger state.

Microsoft applications (Word, Outlook, Power point) amongst others. I am very proficient in the use of internet and vast in social media applications.

My strengths are pretty clear, I take ownership of tasks quickly, I am a creative problem solver, and am adept in problem solving. I feel that a relationship with your organization would be mutually beneficial, as my educational background.

experiences, and qualifications would make a perfect fit for this position, and would also allow me to refine my skills in a new working environment.

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills, excellent typist: 80+ WPM, as well as skilled in Microsoft applications (Word, Outlook, Power point) amongst others. I am very proficient in the use of internet and vast in social media applications.

My strengths are pretty clear, I take ownership of tasks quickly, I am a creative problem solver, and am adept in problem solving. I feel that a relationship with your organization would be mutually beneficial, as my educational background, experiences, and qualifications would make a perfect fit for this position, and would also allow me to refine my skills in a new working environment.