**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](mailto: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 |
| **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 |
| **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.