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|  | 🞂AMARA BLESSING IHEARINDUEMENo. 13 Road 7 Rumuagholu Port Harcourt, Rivers State.Phone: 08174401652/07034414038E-mail: amarablessing064@gmail.com |

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|  | OBJECTIVESTo provide top quality services in a well-structured and challenging organization/institution, with opportunities for career development and professional advancement.EDUCATIONB.Sc/Ed Economics: University Of Nigeria Nsukka 12/2009 West African Examination Council (WAEC) : 06/2004(Jupave International Secondary School, Kaduna. ) First School Living Certificate PROFESIONAL MEMBERSHIP/ Certifications Graduate Member Nigerian Institute Of Management (NIM). 03/2012Collaborating with G suit App Creating Interactive learning video with Edpuzzle cCreating Animated Social Media posts Using Canva Deigns a professional Business card with QR code using canva WORK EXPERIENCEOur Lord’s Shepard International School, Enugu 2010-2011 Government Secondary School, Omerelu (Nysc) 2011-2012 GEEPEE Industry Ltd. 2012-2014KM 56, ASABA-ONITSHA EXPRESS WAY,,ASABA.,DELTA STATE.Accounts Department.* Keeping and administering official records for management staff.
* In charge of corporate affairs
* Overseas traveling-ticket
* Co-organizing trade fair
* Computer Operator
* Booking of accommodation and seminar venues.
* Placement of advertisements, etc.
* Compiling of invoices/updating end of the month report.

Skills* Good interaction skills
* Human resource management
* Business card deign
* Administrative skills
* Computer operating system
* Good organization ability
* Virtual assistant
* Teaching
* Calendar management
* Email handling
* Marketing

**HOBBIES**Reading, Traveling, socializing, Working and Discovering new ways of doing things. |

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