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|  | 🞂AMARA BLESSING IHEARINDUEME  No. 13 Road 7 Rumuagholu Port Harcourt, Rivers State.  Phone: 08174401652/07034414038  E-mail: amarablessing064@gmail.com |

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|  | OBJECTIVES  To provide top quality services in a well-structured and challenging organization/institution, with opportunities for career development and professional advancement.  EDUCATION  B.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). 03/2012  Collaborating with G suit App  Creating Interactive learning video with Edpuzzle c  Creating Animated Social Media posts Using Canva  Deigns a professional Business card with QR code using canva  WORK EXPERIENCE  Our Lord’s Shepard International School, Enugu 2010-2011  Government Secondary School, Omerelu (Nysc) 2011-2012  GEEPEE Industry Ltd. 2012-2014  KM 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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