

UNACHUKWU IFEOMA BLESSING

Amuwo Odofin Lagos State, Nigeria. (Willing to relocate)

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Summary of Profile

I am an exceptionally productive and dexterous individual, a competent team player, quick learner with good communication skills. I have an excellent interpersonal skill, with a high degree of flexibility and resourcefulness. I have proven my ability to maintain confidentiality, values and ethics in the face of opposition and pressure. I have high enthusiasm and willingness to accept responsibilities and challenges. I am simply reliable and trust worthy; a woman of Integrity. I am compassionate, creative and an effective teacher and children mentor. My utmost desire is to take good care of human race through medical services; studying the different part of the body to find out their situation and structure and ensuring right dissection to ascertain possible health challenges. I can fit into any administrative and secretarial position being that I give attention to details. I have valuable and extensive experience in classroom administration, education environment and children development. I am a student-centric instructor, academic facilitator and sport coach. I have essential knowledge and application of the principles and procedures of effective and efficient management. My versed knowledge and experience in children mentoring, child development and technological education I accumulated from my years of experience as a teacher.

I am currently seeking for an opening in an organization which encourages professional growth and where I can develop my health management and administrative skills to more effective and efficient use towards the achievement of the organizational and individual goals and objectives.

Strength

- ❖ Integrity and Transparency
- ❖ Self-motivated and target oriented
- ❖ Excellent Leadership, interpersonal and Managerial Skills.
- ❖ Excellent Communication (Oral and Written) and Relationship Management Skills.
- ❖ Multi-Tasking, Team Work and Flexibility.
- ❖ Ability to work efficiently & effectively under pressure with little or no Supervision
- ❖ High and advanced Computer literacy/ Social Media inclined
- ❖ Highly Proactive in Nature
- ❖ Adherence to policies and procedures
- ❖ Emotional Intelligence and Negotiation Skills

Key Skills

- ❖ Proficient in Mentoring and Counseling
- ❖ Proficiency in Microsoft Packages (Excel and PowerPoint)
- ❖ Office Management/ Problem Solving and Working with Deadline.

Educational Qualifications

- 2012- 2016 **Nnamdi Azikiwe University, Awka**
Bachelor of Science in Anatomy
- 2004- 2010 **Redeemer's International Secondary School**
Secondary School Certificate Examination (S.S.C.E)

Professional Qualifications

- 2018- Date **Nigerian Institute of Management (NIM)**
Proficiency Certificate in Management
- 2018 **Krolas Integrated Services**
Computer Appreciation and Graphic Designing
- 2018 **Google Digital Marketing Skills for Africa**
Certified Digital Marketing professional

Professional Experience

- 2017- 2018 **School of Nursing, Idi-Aba (NYSC)**
Position Held: Assistant Lecturer
Responsibilities:
- ❖ Attending to extra-moral needs of the students
 - ❖ Supervision of examination
 - ❖ Carrying out research operations
 - ❖ Assisting in supervision of project for students
 - ❖ Assists in conducting and Marking assessment tests and examination
 - ❖ Assists in collation and presentation of result cards
- 2009-2010 **Blessed Uruezeani Global Trust Ltd**
Position Held: Sales Representative
Responsibilities:
- ❖ Processing customers' orders
 - ❖ Generating prospectus
 - ❖ Handling customers' objections

- ❖ In charge of balancing of accounts and appropriation of funds
- ❖ Efficiently managed the company products and kept an updated database of clients.
- ❖ Stock taking and restocking of goods

Leadership Experience

- 2014- 2015 **National Association of Christian Basic Medical Students (NACBAMS)**
Position Held: Bible Study Coordinator
Responsibilities:
- ❖ Coordinating bible study preparatory class of all facilitators
 - ❖ Coordinating Bible Study meetings amongst fellow chapter
 - ❖ Monitoring of bible study life of the student and entire fellowship
 - ❖ Visiting of schools to check their growth and performance
 - ❖ Functioning in the Recruiting, Selecting and Training of new student leaders in for the fellowship
- 2014- 2015 **Scripture Union, UNIZIK Chapter**
Position Held: Financial Secretary
Responsibilities:
- ❖ Keeping financial records of income and expenditure of the fellowship
 - ❖ Preparation and presentation of monthly report at the Headquarter
 - ❖ Giving financial advice to the presidents and other executive
- 2010 **College of Health Sciences, UNIZIK**
Position Held: Fellowship Coordinator for Year 2 Medical Students
Responsibilities:
- ❖ Enforcing the students to abide with the rules and regulations of the school
 - ❖ Punishing defaulter of the school rules
 - ❖ Assignment of portions for clearing and cleaning on to ensure clean environment
 - ❖ Supervising the cleanliness of the students
- 2010 **Redeemer's International Secondary School**
Position Held: Labour Prefect
Responsibilities:
- ❖ Enforcing the students to abide with the rules and regulations of the school

- ❖ Punishing defaulter of the school rules
- ❖ Assignment of portions for clearing and cleaning on to ensure clean environment
- ❖ Supervising the cleanliness of the students

Relevant Research Works

- ❖ Effect of *Bryophyllum Pinnatum* on the Liver and Kidney of Adult Female Westar Rats

Referees

Mrs Awonuga O. M.

Vice Principal

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