

IMONTIE NANCY MAYOWA

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07049261312

imonitienancy740@gmail.com

OBJECTIVE:

My aim is to work in a corporate organization to make a significant contribution where administrative abilities, skills, knowledge and professionalism can contribute to the growth of the company

PERSONAL DATA

- **Date of birth :** 20 October 2000
- **Sex:** Female
- **Martial status :** single
- **State of Origin :** Edo
- **Religion :** Christianity
- **Nationality:** Nigeria

KEY SKILL

- Team work content
- Good communication
- Hardworking & reliable
- Attention to important task
- Polite
- Willingness to learn new way of doing things

EDUCATIONAL BACKGROUND

- OBELE COMMUNITY SENIOR HIGH SCHOOL
2011 - 2017 (SSCE)
- OBELE NURSERY AND PRIMARY SCHOOL
2005 - 2011 (FSLC)

WORKING EXPERIENCE

- THE PARTY CAFE EVENT 2022 - 2024
POST HELD : supervisor
- DEEZA ORGANICS 2021 - 2022
POST HELD : personal assistant
- JBAGORO FASHION HOUSE. 2019 - 2021
POST HELD: Receptionist

HOBBIES

Dancing
Listening to music
Shopping

REFEREES

Mr. Olatunde ojo
08056017150