

WAREBI IRENE

House 24 Zone 2 Idu Court Road Opp. Idu Furniture, FCT-Abuja
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Marital Status: Married

PERSONAL PROFILE:

I am a friendly and outgoing person, dedicated and result orientated, with experience and ability to work independently and under pressure. Highly reliable, with great ability to finish well, hardworking, a dedicated team player, excellent at meeting deadlines.

ACADEMIC QUALIFICATION:

Jan 2017 – Dec 2022	BA Social Work University of Benin
Nov 2023	BLS and First Aid Training Session
2002	National Examination Council
2009 – 2011	Diploma in Banking and Finance, Edo State Institute
2025	Diploma in Classroom and Behavior Management through Educational Psychology (CPD Certified)
2025	(CPD Certified) Teaching and Helping Student with difficulties
2025	(CPD Certified) Working with Students with Special Educational Needs

EMPLOYMENT:

May 2011 – May 2018 Secretary and Customer Services Pee Beauty Home
Benin City

Main Duties Performed

- Dealing with customers face to face and on phone
- Assisting customers in finding suitable product in services
- Handing payment
- Dealing with customers feedback and complaints
- Assisting the managing director in dealing with her day-to-day activities

2019 – 2023 Facility Manager, Clairgold Oil and Gas Engineering Limited

Main Duties Performed

- Ensuring that the equipment are properly kept and maintained
- Arranging travels for top management
- Keeping of confidential document
- Liaison with other company head.

2019 (6month) Social Worker Adesuwa Girls Grammar School Benin City

Main Duties Performed

- Having interactive sections with the student on the importance of education
- Organizing seminars of questions and answers were, we provide answers to question bothering the student about life.
- Giving advice and daily follow up on the student and their academic performers
- Guidance and Counselling of Students

2024-2025 Dean of Studies at Peak Genius Comprehensive School

Main Duties Performed

- Teaching Civic Education and Commerce Senior Students
- Making sure all teacher are in their respective classes
- Attending to Students Academic needs
- Planning of School Activities
- Working with School Management for the growth of the School

SKILLS ACQUIRED

- Well organized
- Detailed oriented
- Excellent Communicator
- Guidance and Counseling
- Attention to details

HOBBIES:

Cooking

Reading

Travelling

Making people happy

REFEREES:

Provided on request