

EDWIN, BLESSING EBELE

12, Chief S.I Obi Street, Unity Estate, Adjacent Zenith Bank Kubwa, Abuja Nigeria.

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Email: ebeblesingedwin@gmail.com

Personal Summary: Motivated individual looking for opportunity to gain work experience, excellent customer handling skills, keen eyes for trends and team spirit oriented.

PERSONAL INFORMATION

Date of Birth:	19th June, 1994
Place of Birth:	Otukpo
State of Origin:	Benue
Sex:	Female
Local Govt. Area:	Oju
Marital Status:	Married
Nationality:	Nigerian
Religion:	Christianity

INSTITUTIONS ATTENDED AND QUALIFICATIONS ATTAINED WITH DATES

✓	2018-2023	Benue State University, Makurdi B.Sc Public Administration (Second Class Upper Division)
✓	2007-2013	United Secondary School Otukpo, Benue State WAEC/NECO
✓	2002-2007	C.J Computer Nursery & Primary School Otukpo, B/State FSLC

SKILLS

Record keeping: maintaining accurate and up-to-date of inventories and documents
Good interpersonal relationship
Multi-tasking and prioritizing responsibilities
Good at paying attention to details of work and following instructions
Microsoft Office (Ms Word, PowerPoint)

WORK EXPERIENCE

- Procter & Gamble Distribution Outlet Otukpo, B/S 2013-2016
Position held: Storekeeper

Key Responsibilities:

Keeping accurate and daily record of stocks
Raising requisition for procurement of stocks
Reconciliation at monthly intervals

- OMEX Wholesale and Retails Distributions Otukpo, B/S 2019-2022
Position held: Storekeeper

Key Responsibilities:

Record keeping of inventories
Receiving and confirming of supplied products
Budgeting for and managing necessary expenses

HOBBIES

Singing, dancing, volleyball & making friends

REFEREES

Rtd. Hon. Joe Ojobo
Former Speaker, Benue State House of Assembly
CEO Engratia Hotels Makurdi, Benue State
07031835464

Mrs. Anyakwo Felicia Uchechukwu
Principal Executive Officer
University of Abuja Teaching Hospital, Gwagwalada, Abuja
0803689852