

DALUBA HOSANNA OMOJO

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Professional Summary

Motivated and results-oriented professional with strong communication and problem-solving skills, adept at building customer relationships and driving sales success. Experienced in understanding client needs, presenting tailored solutions, and delivering exceptional service in fast-paced environments. Seeking to leverage my adaptability and strategic mindset to exceed sales targets and contribute to organizational growth.

Education

University of Mkar, Mkar Gboko, Benue State Bachelor's Degree in International Relations

- Acquired in-depth knowledge of **international relations theories, diplomacy, global governance, conflict resolution, and foreign policy analysis.**
- Developed strong research, analytical, and critical-thinking skills.
- Engaged in **academic discussions, debates, and practical simulations of international diplomacy.**
- Conducted **field research on global affairs**, emphasizing the impact of international policies on local communities.

Work Experience

Civil Service Commission As Storekeeper (2024–2025)

- Maintain a neat, clean and safe working environment.
- Purchase Requisitions; purchasing requisition when stock levels fall below minimums.
- Interacting with suppliers; communicating with suppliers regarding deliveries, discrepancies or other issues.
- Following Procedure; adhere to established company procedures for all storekeeping activities.

- Reports; prepare and submit report on stock levels, and other relevant information.

Rahab Collections

Store Keeper (2017 -2019)

- **Managing Inventory, maintaining a safe and organized storage space, and handling the receipt and distribution**
- **Receiving and Inspecting; receive, and verify incoming goods against purchase orders, checking for discrepancies or damages.**
- **Stock control; identifying when to replenish stock and ensuring items are readily available.**
- **Inventory Management:** Ensuring products are properly displayed, maintaining stock levels, and assisting in replenishing inventory as needed.

Sui Generis Academy

Teacher

- Designed and delivered **engaging lesson plans**, fostering a **supportive and inclusive learning environment**.
- Utilized **innovative teaching strategies** to enhance students' understanding of core subjects.
- Assessed student progress through **assignments, quizzes, and interactive discussions**, providing constructive feedback.
- Built strong relationships with students, parents, and colleagues, enhancing **collaborative learning**.
- Developed students' **critical thinking, communication, and problem-solving skills**.

Skills & Competencies

Soft Skills

- **Excellent Communication & Interpersonal Skills** – Proficient in both verbal and written communication, ensuring clarity and professionalism.
- **Problem-Solving & Adaptability** – Capable of addressing challenges efficiently in dynamic work environments.
- **Organizational & Time Management Skills** – Strong ability to prioritize tasks and meet deadlines without compromising quality.
- **Leadership & Team Collaboration** – Experienced in working both independently and within teams to achieve common goals.
- **Attention to Detail & Confidentiality** – Well-versed in handling sensitive information with discretion and accuracy.

Technical Skills

- **Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)**
- **Data Entry & Documentation Management**
- **Research & Analytical Skills**
- **Report Writing & Presentation Skills** Languages
- **English** – Fluent (Speaking, Writing, and Reading)
- **Igala** – Fluent (Speaking, Writing, and Reading) Certifications & Professional Development
- **Certified Diplomat** – Strong understanding of **international relations, foreign policies, and diplomacy**, equipping me with the skills to navigate global affairs effectively.
- **Jobberman Soft Skills Training** – Successfully completed training in **communication, teamwork, leadership, emotional intelligence, and workplace ethics**.

Professional Interests

- **International Relations & Diplomacy** – Passionate about contributing to global development, international cooperation, and peacebuilding efforts.
- **Public Administration & Governance** – Interested in policies and governmental operations that enhance **efficiency, transparency, and public service delivery**.
- **Education & Capacity Building** – Committed to **mentorship, training, and knowledge-sharing** to develop future leaders.

References

Available upon request.

Final Note

Daluba Hosanna Omojo is a **dedicated and resourceful professional** with a strong foundation in **international relations, administration, and education**. With a commitment to excellence, I am ready to contribute my **skills, knowledge, and experience** to an organization that values **growth, integrity, and professionalism**.

Document Outline

- DALUBA HOSANNA OMOJO
- Professional Summary
- Education
- Work Experience
 - Confidential Registry, Civil Service Commission
 - Sui Generis Academy
- Skills & Competencies
 - Soft Skills
 - Technical Skills
- Languages
- Certifications & Professional Development
- Professional Interests
- References
 - Final Note