

OSIKE MIRACLE

Badore, Ajah. Lagos

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PERSONAL BIO-DATA

Marital Status:	Single
Sex:	Female
Date of birth:	1 st september, 2001
Nationality	Nigeria
State of Origin	Edo
Local Government Area	EstakoEast, Agenebode

CAREER OBJECTIVE

“To contrite to the attainment of the goals and objective of any organization I work for and to be seen as a valuable asset to the organization.”

LANGUAGE SPOKEN

English, Edo.

PERSONAL SKILLS, ATTRIBUTES AND CAPABILITIES

- Computer Literate in Microsoft Office
- Good Communication Skill
- Report Writing
- Event Management
- Leadership and Team work
- Art Works and Photography
- Strategic Planning
- Graphics Designing and Printing Press
- Fashion Designing

EDUCATIONAL AND INSTITUTIONS AND QUALIFICATION WITH DATES

- **Bachelor of Science in Microbiology** (*Second Class Upper*) |2023|
–University of Abuja
B.Sc Project Title: Isolation and identification of bacteria from vegetables sold at Agwandodo market, Gwagwalada, Abuja
- **Secondary School Certificate** |2018|
–Best Intellect International School, Gwagwalada
- **First School Leaving Certificate** |2011|

–LEA Primary School Angwan-dodo, Gwagwalada

WORK EXPERIENCE

NATIONAL YOUTH SERVICE CORPS

Fountain of Grace Int'l School-Emene, Enugu- Support Teacher |Mar 2024–Jan 2025|

Responsibilities:

- Assisted lead teachers in planning and delivering lessons and provided individualized support to students with learning difficulties
- Helped maintain classroom discipline and organization
- Prepared educational materials and resources
- Collaborated with teachers to develop and implement student learning plan

Sport CDS Group-Medic

|Feb 2024–Jan 2025|

Key Responsibilities

- Provided emergency medical treatment at a point of wounding to fellow corps member in combat and training environment, as well as primary care and health protection and evacuation from a point of injury or illness.

PROFESSIONAL WORK EXPERIENCE

Tozy Hotel-frontdesk officer/personal assistant |Apr2023-Feb2024|

Key Responsibilities

- Greet and assist customers and clients with appositve attitude.
- Handle confidential and sensitive informations with discretion and professionalism.
- Maintain and update important contacts, addresses and information.
- Assist in personal task and errands, such as shopping.
- Screen and respond to email, phone calls enquires

National Hospital–*industral training*

|Oct 2021 – JAN 2022 |

Key Responsibilities

- Conducted laboratory tests and analyses on patient samples, also assisted laboratory scientists in preparing and staining slides
- Maintained accurate and detailed records of laboratory results using Microsoft excel
- Participated in quality control and quality assurance procedures and collaborated with healthcare professionals to provide timely and accurate laboratory results

Fellowship of Christian Students- *Ushering Secretary*

|Nov 2021 – Feb 2023|

Key Responsibilities

- Coordinated logistics and arrangements for events, seminars, and conferences
- Provided administrative support to the Ushering Unit and Faculty management while ensuring smooth execution of events, including ushering, registration, and protocol duties
- Maintained accurate records and reports of events and activities
- Collaborated with student leaders, faculty staff, and external stakeholders

INDUSTRIAL TRAINING EXPERIENCE

• National Hospital, Abuja – *Industrial training* |Oct 2022 – Jan 2023 |

OTHER TRAINING EXPERIENCES OBTAINED

- NYSC Training |2024|
- Financial Training |2022|
- FCS Campus Training |2022|

- POSEC Leadership Training Conferences

|2021|

INTREST/HOBBIES

- Reading & writing.
- Voluntary and charity work.
- Hairstyling and Tailoring.
- Singing
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REFEREES

Available on request.