

# OROKPO JANE ADIJA

Federal Housing Authority, Lugbe, FCT-Abuja.

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## **CAREER OBJECTIVE:**

A dedicated, respectful, hardworking, self-motivated, and results oriented person with proven leadership, analytical, and organizational skills, who has a thorough understanding of Economics, Finance and Administrative analytics, with a strong environmental and commercial awareness, and the ability to produce quality results amidst extreme deadlines and challenges.

My **objective** as a person is to harness my potentials and skills in a dynamic and stable work place, and utilize it effectively and efficiently towards achieving the socioeconomic objectives of any organization in particular and the society in general.

## **BIO-DATA:**

Date of Birth            24<sup>th</sup> August, 1991.

Gender:                    Female

Marital Status:        Single

State of Origin:        Benue

Nationality:            Nigeria

## **EDUCATIONAL QUALIFICATIONS:**

- ❖ 2016 - B.Sc. Economics (Second Class-Lower division), University of Abuja, Abuja.
- ❖ 2009 - Senior Secondary School Certificate (SSCE), Unique Secondary Commercial School, 8 miles Cross River State, Calabar.
- ❖ 2003 - First School Leaving Certificate (F.S.L.C), Simtalex Schools, Barnawa Kaduna, Kaduna State.

## **OTHER QUALIFICATION:**

Certified Human Resources Manager from International Strategic Management Institute, Akure 2018.

## **WORKING EXPERIENCE:**

- ❖ March 2009 – February 2011, Teacher, Everest School, Mahuta, Kaduna state
- ❖ May 2013 – June 2015, Customer Care Representative, MTN Telecommunication, Abuja.
- ❖ May, 2017 - April, 2018, NYSC, Personal Assistant to Brigade Commander, 32 Artillery Brigade, Akure, Ondo State.

- ❖ May 2018 - February 2019, Deputy Bursar, Command Secondary School Akure, Ondo State.
- ❖ May 2019 - February 2022, Administrative Officer At Odiagtech Engineering Services Limited, Jabi, FCT-Abuja.
- ❖ February 2022 - July 2023, Service Associate, Heritage Bank. CBD FCT-Abuja.

#### **SKILLS/PERSONAL ATTRIBUTES:**

- ☐ Good Managerial Skill
- ☐ Keen attention to details
- ☐ Excellent Interpersonal/Communication skill
- ☐ Strong leadership skill
- ☐ Effective problem solving and decision making ability
- ☐ Ability to multi-task
- ☐ Good Team Player
- ☐ Goal Oriented
- ☐ Hardworking and integrity
- ☐ Strong analytical skill
- ☐ Ability to adapt easily
- ☐ Stress management

#### **PERSONAL INTEREST:**

Reading, Solving problems, Traveling and Making new friends

#### **REFERENCES:**

##### **❖ Gen. J. A. Ataguba**

32, Artillery Brigade Owena Cantonment,  
Ondo road, Akure, Ondo, State.  
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##### **❖ Engr. Moses Odiagbe**

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