

OHAJI NGOZI RUTH

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OBJECTIVES

A result-oriented and self-motivated individual with experience in secretarial administration, flight ticketing and logistics management, relationship management, and IT computing. I'm honest, very adaptable, quickly learns, and seek for opportunity to work with a reputable organization where I can add value while developing to my full potential.

EDUCATIONAL QUALIFICATIONS

Universal School of Aviation Airline Ticketing and Reservation	2017
Enugu State University of Science and Technology B.Sc. (Applied Biology and Biotechnology)	2005-2008
West African Examination Council Unity High School Oshodi	1993-1998
First School Leaving Certificate Mafoluku Primary School	1987-1992

WORK EXPERINCE

Business Developer: OPay QR	2019
Airline Ticketing Officer: Sperowings Travel and Tour	2017 – 2018
Assistant Admin. Secretary: World Organization for Early Childhood Education (OMEP Benin Country Office, Cotonou)	2012
National Youth Service Corps Isolo Local Government Office Health Department	2010-2011
Industrial Training Nigeria Liquefied Natural Gas Clinic and Laboratory	2007

KNOWLEDGE & SKILL

Computer Skills – Desktop publishing, Microsoft productivity tools
Flight/Logistics Management
Secretarial Administration
Good Interpersonal skills
Good Communication skills
Problem Solving skills

REFEREE:

Available on Request.

