

# CURRICULUM VITAE

## ONUOHA UGONNA LILIAN

### Address :

Plot 103, IITA Road  
By Government Secondary School  
Phase 4, Kubwa-FCT Abuja

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### CAREER OBJECTIVES:

*To learn, grasp new ideas, integrate them into desired result with minimum supervision thereby efficiently delivering best quality satisfactory services in line with organization's mission and vision statements.*

### BIODATA

Date of Birth: 14<sup>th</sup> July, 1984  
State of Origin: Imo  
LGA/Home: Ihitte Uboma  
Town: Amakohia  
Nationality: Nigerian  
Sex: Female

EDUCATION	CERTIFICATE	DATE
National Teachers Institute Kaduna	Post Graduate Diploma- PGD(Education)( <b>Second Class Upper Division</b> )	7 <sup>th</sup> December, 2015
Imo State University Owerri	Bsc.(Hons.) Govt. & Public Administration ( <b>Second Class Upper Division</b> )	2003 – 2007
Ovom Girls High School, Aba Abia State	SSCE	1996 - 2002
Community Primary School Umunohu Amakohia	FSLC	1986 - 1995

## WORKING EXPERIENCE

EMPLOYEE	POSITION	RESPONSIBILITIES	PERIOD
<b>(a)Signature Montessori /Academy (Nurse &amp; Primary School)</b> Phase 3 Kubwa, Abuja.	Head Teacher	<ul style="list-style-type: none"> <li>❖ Registration of pupils and students;</li> <li>❖ Documentation of files;</li> <li>❖ School system data Officer;</li> <li>❖ Co-ordinate and place Teachers on slated duties;</li> <li>❖ Mark teacher's notes and record them in the school system;</li> <li>❖ Record students and pupils results/marks in the school system,</li> <li>❖ Monitor and evaluate teaching methods,</li> <li>❖ Organize meetings, summarize outcomes and submit summary to school proprietor,</li> <li>❖ Teach Pupils and carry out any other duties.</li> </ul>	2015 to date
<b>(b) Ade-Akodu Memorial Primary School</b> P.W, Kubwa, Abuja.	Teacher	<ul style="list-style-type: none"> <li>❖ Teaching Primary two(2);</li> <li>❖ Prepare lesson Notes;</li> <li>❖ Conduct Assemblies and carrying out other duties as may be assigned from time to time</li> </ul>	2012-2015
<b>(c) Solid Rock Academy</b> Phase 3 by Redeemed Christian Church of God Kubwa, Abuja.	Teacher	<ul style="list-style-type: none"> <li>❖ Teaching Primary two(2);</li> <li>❖ Prepare lesson Notes;</li> <li>❖ Conduct Assemblies and carrying out other duties as may be assigned from time to time</li> </ul>	2010-2012
<b>(d)Skye Bank of Nigeria PLC-(NYSC)</b> National Assembly Branch Three Arms Zone, Central Area, Abuja	Customer Service Attendant	<ul style="list-style-type: none"> <li>❖ Opening Account;</li> <li>❖ Customer balance enquiry;</li> <li>❖ Receiving caution notice;</li> <li>❖ Registration of Inward and Outward caution;</li> <li>❖ Confirmation of cheque;</li> <li>❖ ATM requisition and issuance;</li> <li>❖ Cheque book requisition and issuance;</li> <li>❖ Issuance of statement of accounts;</li> <li>❖ Reception of customer complaints and communication;</li> <li>❖ Customer update and compliance.</li> </ul>	2008-2009

## STRENGTH / SKILLS

- i) Excellent inter-personal relations;
- ii) Excellent Team player with ability to learn fast;
- iv) Ability to use initiative and deliver under pressure;
- iv) Strong desire to learn more and take up challenges;
- v) Great oral and written communication skills, among other things.

## HOBBIES:

- i) Reading;
- ii) Watching News;
- iii) Playing hand ball

## SPOKEN LANGUAGES

Igbo, Hausa and English.

## REFEREES: i) **Obikaonu Pauline .C(Mrs.)**

Snr Librarian  
Central Bank of Nigeria (CBN)  
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Abuja  
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## ii) **Onuoha Kevin**

General Manager (GM)  
Federal Road Maintenance Agency (FERMA)  
Aminu Kano Crescent  
Wuse II, Abuja  
FCT.  
**Mobile: 08027104278**

## iii) **Onuoha Douglas**

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Federal Ministry of Special Duties and Inter-Governmental Affairs  
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