

COVER LETTER

Ukpong, Emmanuel

ukpong001@gmail.com

08160718463

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Dear HR Manager,

I'm applying for a position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Ukpong, Emmanuel
Ukpong001@gmail.com
katampe street, phase 2 kubwa, Abuja.
Mobile : 08160718463

CAREER OBJECTIVE

Seek to work in a setting that will dare me extra at the same time as allowing me to add to the sustained enlargement and achievement of the organization.

ACADEMIC DETAILS

- Diploma in Computer repair and maintenance [2016] with aggregate of 95% from Advanced college of computer engineering technology
- B.Sc. Botany [2014] University of Calabar, Calabar
- Diploma in computer science [2007] with aggregate of 93 from Management institute of Technology
- Senior secondary certificate examination [2006] with aggregate of 68% from Universal secondary commercial school

WORK EXPERIENCE

- Worked as Cashier/Front desk manager in Caspri Waters from Aug 2007 to May 2010
Role: Issuing receipts, receiving payment on behalf of the company, answering questions about products and services and booking appointments on behalf of the CEO
- Worked as Company Secretary in Boys Brigade Nigeria (NGO) from May 2010 to May 2016
Role: General administrative duties, organizing programs to suit the welfare of the organization, enhancing the growth of the organization, keeping all records and answering queries and questions regarding the company.

PROJECT DETAILS

- **Community connect for youth leadership**
Description : Creating young and responsible leaders for the future.
Duration : December 3rd - 24th, 2011
Role : Team captain
Team Size : 12

FIELD OF INTERESTS

- Information Technology
- Education
- Wildlife and Conservation
- Administration and Office Support
- Data Analysis
- Typing

SKILLS

- Computer literacy (software and hardware)
- Ability to understand
- Organisational and administrative skills(excellent)
- Basic network skills
- Ability to motivate others.
- Fluent in Written and Spoken English
- SQL
- Data Science

INDUSTRIAL EXPOSURE

Industrial Visit at:

- Julius Berger plc, calabar plant **Inplant Training at:**
- G4S security solution, (community development)

STRENGTH & HOBBIES

- Goal oriented
- Strict Attention to Details
- Working without supervision
- Ability to understand
- Fast and efficient Typing
- Playing football

08035477811

- Surfing the internet

REFERENCE

Engr. Louis Eze

Chief Executive Officer

Cross Rock limited, Akamkpa.

Mrs. Mary Ekpenyong

Nurse/Midwife

University of Abuja teaching hospital

08039598939

Etubom Lawrence Archibong

Associate Proffessor/Contractor

Staten Island

+13473225282

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.



(Ukpong, Emmanuel)