|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RESUMĔ** | | | | | | | | | | |
| P**ersonal Data:** | | | | | | | | | | |
| Title | | | Mr. | | | | | | | |
| Surname | | | **ORKAR** | | | | | | | |
| Other Names | | | Dooyum Stephen | | | | | | | |
| Sex | Marital Status | | | Male | Single | | | | | | | |
| Date of Birth | Age | | | 19th August 1982 | 31 years | | | | | | | |
| Nationality | State of Origin | LGA | | | Nigeria | Benue | Vandeikya LGA | | | | | | | |
| Mobile Numbers(s) email | | | 08064610816, 08125367539 | dooyumorkar@gmail.com | | | | | | | |
| Contact Address | | | Aboki Publishers, Orbit House, Plot 6875 David Mark By-Pass Makurdi, Benue State | | | | | | | |
|  | | | | | | | | | | |
| **Tertiary Education:** | | | | | | | | | | |
| University | Location | | | Benue State University | Makurdi | | | | | | | |
| Admission & Graduation | | | Admitted: 2003/2004 | Graduated: 2006/2007 | | | | | | | |
| Qualification Earned | | | B.Sc. Business Management | | | | | | | |
|  | | | | | | | | | | |
| **Postgraduate Education:** | | | | | | | | | | |
| University | Location | | | Federal University of Agriculture | Makurdi | | | | | | | |
| Admission & Graduation | | | Admitted: 2012/2013 | Tentative Graduation date: 2014/2015 | | | | | | | |
| Qualification in Pursuit | | | M.Sc. Management | | | | | | | |
|  | | | | | | | | | | |
| **Secondary School Education:** | | | | | | | | | | |
| *Name of School* | | | | *Location* | *Start Date* | | *End Date* | *Qualification* | | |
| Mt. St. Gabriel’s Secondary School | | | | Makurdi | 1999 | | 2001 | Senior School Certificate | | |
|  | | | | | | | | | | |
| **Primary School Education:** | | | | | | | |  | | |
| *Name of School* | | | | *Location* | *Start Date* | | *End Date* | *Qualification* | | |
| Tiny Tots School | | | | Makurdi | 1990/1991 | | 1994/1995 | First School Leaving Certificate | | |
|  | | | | | | | | | | |
| **Employment History:** | | | |  |  | |  |  | | |
| *Organization* | | | | *Location* | *Start Date* | | *End Date* | *Designation* | | |
| GREENBELT HOTELS | | | | Makurdi | Dec. 2013 | | Present | **Managing Consultant (Admin & Finance)** | | |
|  | | | |  |  | |  |  | | |
| ABOKI PUBLISHERS | | | | Makurdi | Aug. 2013 | | Dec. 2013 | **Executive Assistant (Business & Sales)** | | |
|  | | | |  |  | |  |  | | |
| CAPITAL PROJECTS CONSULTANTS | | | | Abuja | May 2011 | | Dec 2012 | **Administrative Secretary** | | |
|  | | | |  |  | |  |  | | |
| DURABLE CONSULTANTS | | | | Makurdi | Mar. 2002 | | April 2010 | **Administrative Officer** | | |
|  | | | | | | | | | | |
| **Communication Skills:** | | | | | | | | | | |
| Proficient in written and spoken English, Microsoft Office applications, E-Mail and web based applications | | | | | | | | | | |
|  | | | | | | | | | | |
| **Membership of Professional Bodies:** | | | | | | | | | | |
| *Professional Body* | | | | | | *Details* | | | | |
| Nigeria Institute of Management (Chartered)-NIM | | | | | | Member (041086) | | | | |
| Institute of Chartered Accountants of Nigeria (ICAN) | | | | | | Foundation (171982) | | | | |
|  | | | | | | | | | | |
| **Referees:** | | | | | | | | | | |
| *Name* | | *Address* | | | | | | | *Phone* & *E*-*Mail* | |
| Mr. Terwase Swande | | Aboki Publishers, Orbit House, David Mark By-Pass, Makurdi, Benue | | | | | | | 08062371471, 08089015419  terwase.swande@gmail.com | |
| Mr. Abraham Abelagi | | National Space Management Agency, Abuja | | | | | | | 08111360616, 08162420610  abelagiabraham4@gmail.com | |
|  | | | | | | | | | | |
|  | *I hereby confirm that the information in this resume format is true and complete for this purpose and that I have not withheld any information, which would adversely affect my application. I understand that will be subjected to disqualification if this statement is untrue.*  **Signature:** Dooyum Stephen Orkar | | | | | | | | |  |