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| **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, 08089015419terwase.swande@gmail.com |
| Mr. Abraham Abelagi | National Space Management Agency, Abuja | 08111360616, 08162420610abelagiabraham4@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 |  |