

IGBAYA BLESSING TERNGU

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OBJECTIVE:

To pursue develop a professional career in a dynamic and forward looking organization where there is a conducive atmosphere for the contribution of staff maximum productivity through hard work, honesty and integrity towards the attainment of the organization ordinate goals.

PERSONAL DATA:

SEX:	Female
MARITAL STATUS:	Single
NATIONALITY:	Nigeria
STATE OF ORIGIN:	Benue
LOCAL GOVT. AREA:	Makurdi
RELIGION:	Christianity

WORK EXPERIENCE

❖ **2019**

❖ ***Presiding Officer (PO)***

❖ ***Independent Electoral Commission (INEC)***

❖ ***Duties***

- Ballot paper issuance and overseer.
- Supervisor of all the activities at polling unit and announcer of electoral results at the polling unit.

❖ **2019**

❖ ***Class Teacher***

❖ ***Government Junior Secondary School Ubbe, Akwanga Nasarawa State***

❖ ***Duties***

- Carried out classes on civic education.
- Supervision of examination, marking and computation of results.

❖ **2020**

❖ ***Advance Peace and Reconciliation Centre of Nigeria***

❖ ***Administrator/Human Resource Manager (HR)***

❖ ***Duties***

- I was in charge of organizing company records, overseeing department budgets and maintaining inventory of office supplies.
- Documentation of all ambassadors of peace pioneers.
- Answering and directing mail
- Greeting and directing visitors
- Assisting with hiring process and integration of new staff to the organization
- Was in charge of preparing payment schedule/payroll
- Organizing interviews and interviewing applicants

- Conducting disciplinary actions
- Maintaining employee records
- Conducting benefit analysis.

❖ **2020**

❖ ***Security and Forensic Studies Nigeria (SFSN)***

❖ ***Confidential Secretary***

❖ ***Duties***

- I typed official letters, write memos to the state supervisors and staffs of the organization, take inventory of all the items in the office and handled official document confidentially.
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Scheduling meetings and appointments
- Taking notes and minutes in meetings.

❖ **2020 – 2022(12 July)**

❖ ***National Supervisor II***

❖ ***College of Oil and Gas Exploration Technology Nigeria (COGETN)***

❖ ***Duties***

- Overseer of all the activities under the department of College of Oil and Gas.
- As a supervisor I supervised the activities in all the 36 states of the federal.
- Supervised lectures, setting of exams and marking of exams in all the 36 states of the federation.
- I interviewed and employed staff/supervisors in the states.
- Attending to the candidate's requests and complaints.
- Being a point of contact for staff and clients.
- Responding to mail and sending mail to all the appointed supervisors in the state.
- Activating candidate details on the institute website, activating their slips so as to get access to the student portal and the institute website.

Accomplishment:

Under my supervision I was able to established centers in all the 36 states of the federation both in Abuja and we were able to train more than 3,000 participants under my administration, more than 1000 participants were also inducted as the fellow of the institute.

EDUCATION/INSTITUTION ATTENDED WITH DATES:

- Benue State University Makurdi 2013 – 2017
- Community Secondary School Apir, Makurdi Benue State 2006 – 2012
- Lower Benue Staff Nursery and Primary School Makurdi 2001 - 2006

ACADEMIC QUALIFICATION OBTAINED WITH DATES:

- National Youth Service Corps (NYSC) 2019
- B.Sc Sociology 2017
- Computer Appreciation Certificate 2014
- Senior Secondary School Certificate Examination (SSCE) 2012
- First School Leaving Certificate (FSLC) 2006

PROFESSIONAL INSTITUTION ATTENDED WITH DATES:

- College Of Oil and Gas Exploration Technology Nigeria (COGETN) 2021

- Advance Peace and Reconciliation Centre of Nigeria 2020
- Security and Forensic Studies Nigeria (SFSN) 2020
- College of Detective Investigation and Legal Studies Nigeria 2020
- Environment and Safety Management Institute (ESMI) 2019

PROFESSIONAL COURSES/CERTIFICATION WITH DATES:

- Human Resource Management (HRM) 2021
- Executive Managerial Course (EMC) in Peace/Reconciliation and Security Studies 2020
- Advance Professional Course(APC) in Investigation/Intelligence Forensic Studies 2020
- Basic certificate Course (BCC) in Basic Intelligence and Detective Studies 2020
- Diploma in Health Safety and Environment Management (HSE 1, 2, & 3) 2019

FELLOWSHIP AWARD:

Fellow of Security and Forensic Studies Nigeria in Investigation/Intelligence Forensic Studies 2020

SKILLS

- Ability to walk independently
- Microsoft word
- Highly creative and competent to work
- Research
- Coaching of senior staff to achieve the desired goal of a firm
- Self-motivated

HOBBIES:

- Working to gain more knowledge and better experience,
- Researching,
- Meeting people,
- Mentoring and
- Travelling.

ACTIVITIES:

To provide world class solution that will facilitate the accomplishment of my organization and corporate goals with undiluted passion for excellence.

REFEREES:

Available on request.

I declare that all information provided above is true and correct

Igbaya Blessing Terngu