Okpara, Ifeoma

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Objective	To strive for excellence and precision at all times, through continuous capacity development and hard work that helps to achieve organisational goals and improve bottom line.
Summary	• Highly organized, with great attention to details and follow-through. • Professional in appearance and strong work ethics. • A flexible professional who enjoys learning new skills and quickly adapters to organizational changes. • Cooperative network builder with clear understanding of individuals' relationship as it relates to business and organizations. • Solution provider with strong analytical and problem solving skills.

Professional Experience

2018 – 2024: Manager, Ibe's Fabrics, Tejuosho Shopping Plaza, Yaba Lagos

- **DUTIES AND RESPONSIBILITIES**
- Recommendation of materials such as Senator Materials, Vintage Materials, Crepe Materials, Chifon Materials, and Sample Materials for importation.
- To contact and meet wholesale and retail buyers to purchase materials.
- Identifying and targeting prospective customers and answering their questions.
- Recommend materials to customers based on their needs and interests, demonstrate and explain materials, and provide samples and catalogs.
- Negotiate contracts, credit terms and provide other support to customers.
- Supervision and training of other employees.

2017– 2018: School Teacher, Firmbase College, Bajulayiye, Lagos

- Develops lessons plans which meet established school curriculum models.
- Adapts and reassesses lessons plans to meet specific student needs, comply with newly implemented guidelines or rules.
- Manages the diverse ability levels of students.
- Assesses and records student development, while identifying problem areas and areas which need attention and improvement.
- Communicates with any and all other staff members who engage with students.

2014– 2015: Graduate Assistant (NYSC), Adamu Augie College of Educatin, Argungu, Kebbi Stat

- A lecturer of English for specific purpose and European authors.

Leadership Experience

- **Female Senior Prefect** - Amasiri Secondary School Amasiri **2006-2007**
- **Financial Secretary** - Nigeria Christian Corper's Fellowship Kebbi State **2014-2015**
- **Secretary** - Winners Student Fellowship Kebbi State **2014-2015**
- **Secretary** - Winners Student Fellowship Ebonyi State University Chapter (Isi Eke Campus) **2008-2012**

Education

Ebonyi State University, Abakaliki – B.A English Language and Literary Studies 2012
Amasiri Secondary School, Amasiri (NECO) 2007/2008
Amasiri Central School, Amasiri (FSLC) 2000

Courses and Training Attended

- Understanding Business Finance & Basic Accounting
- Skill Acquisition and Entrepreneurship Training (ICT and power)
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Software Applications/Tools Knowledge

Microsoft Office suites, CorelDraw Graphics Suite and other related visual tools.

Personal Bio Data

Date of Birth:	1st October, 1989
Sex:	Female
Marital Status:	Married
Local Gov't:	Afikpo North
State:	Ebonyi
Languages spoken:	English and Igbo

Hobbies

Reading, Learning New Skill, Creative Thinking.

Reference

Available on request