**CURRICULUM VITAE**

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**AGATHA NGOZI OLOTO - UZOETO**

**PERSONAL PROFILE: I** am an analytical individual with a drive for excellence. A personable leader with ability to work in a teem. A through bred individual with commendable oral and written skills. Am equipped to take up multiple responsibilities in any organization. I have also over the years developed strategic capabilities and sound analytical mind tailored towards achieving corporate goals and objectives in multifarious business concern.

**BIO DATA**

State of origin: Enugu

Marital status: Married

**CORE SKILLS:** Multi-functional skills

 Structuring and analyzing complex business decision

 Including strategizing development, negotiation, advisory

 Coordination and implementation.

**SKILLS**

* Good leadership and interpersonal skills
* Excellent communication and presentation skills
* Excellent reporting skills
* Team player

**WORK EXPERIENCE**

Millipat Nigeria Ltd 2004 – till date

Designation :Administrative Manager

**DUTIES**

* Planning and organizing (coordinating efforts to achieve organizational set goals)
* Responding to both external internal enquires about the organization.
* Providing weekly report to the management on the running of the organization.
* Establishing direction through which the organization goals are achieved
* Coordinating staff.
* Liaising between the staff and management

Ebros Nigeria Limited 2000 – 2004

Designation: Administrative officer

Same as above

**EDUCATIONAL QUALIFICATIONS**

1. University of Nigeria (BSC in Psychology)
2. University of Nigeria (Diploma in social work)
3. Government technical college (WAEC)

**HOBBIES:** reading, travelling and swimming

**REFEREES**

**Dr . Enete A.A**

Agriculture Economics

University of Nigeria, Nsukka.

**Hon. Chief Martin Oloto**

Office of the Deputy Senate President

Abuja