

## CURRICULUM VITAE

### PERSONAL DATA

NAME:	NSAH NSIKAK MERCY
DATE AND PLACE OF BIRTH: STATE	27 <sup>TH</sup> OCTOBER 1985, ONDO TOWN, ONDO
PRESENT STATUS:	PERSONAL SECRETARY I
LEVEL/STEP:	CONTISS 09/2
RELIGION:	CHRISTIAN
NATIONALITY:	NIGERIAN
STATE OF ORIGIN:	AKWA-IBOM STATE
LOCAL GOVERNMENT AREA:	ABAK
SENATORIAL DISTRICT:	AFAHA-OBONG
PERMANENT HOME ADDRESS:	3 UPPER BARRACKS ROAD, GRA ONDO
MARITAL STATUS:	SINGLE
NO. OF CHILDREN AND THEIR AGES:	NIL
NEXT OF KIN:	MR. NELSON O. ADESEGHA
EMAIL AND TEL. NO:	<a href="mailto:nsikakmercy@gmail.com">nsikakmercy@gmail.com</a> <a href="mailto:/mnsah@unimed.edu.ng">/mnsah@unimed.edu.ng</a> 08061119398, 09034643080

### EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES:

Wesley University, Ondo

2018

The Federal Polytecnic, Ado-Ekiti, Ekiti State

2011

The Federal Polytecnic, Ado-Ekiti, Ekiti State

2007

St. James' Grammar School, Ondo, Ondo State

2000

St. Annes's Primary School, Ondo, Ondo State  
1994

ACADEMIC AND PROFESSIONAL QUALIFICATION WITH DATES:

B.Sc Business Administration	2018
Certificate in Advance Digital Appreciation Programme for Tertiary Institutions (ADAPTI)	2016
N.Y.S.C Certificate	2013
Higher National Diploma in Office Technology and Management	2011
National Diploma in Secretarial Studies	2007
Diploma in Computer Studies	2005
Graduate Member, Nigerian Institute of Management (NIM) Chartered	2012
Certificate Member in Public Diplomacy and Management	2012

EMPLOYMENT DATA:

Confidential Secretary at Ondo State Teaching Service Commission (Industrial Training Experienced)	2008
Worked with Ekimogun Micro Finance Bank, Ondo	2009
N.Y.S.C Teaching Experience	2012 - 2013
Wesley University of Science and Technology, Ondo	2013 - 2015
University of Medical Sciences, Ondo to date	2015 -

UNIVERSITY SPONSORED COURSE (S) WITH DATE (S):

Effect of Office Secretaries in Tertiary Institutions in Nigeria

PUBLICATIONS:

An Investigation into the Proficiency of Office Managers in the  
Institutions In Akure , Ondo State  
Effective Communication and Secretary

MEMBERSHIP PROFESSIONAL ASSOCIATIONS:

NIM/CPDM

RESPONSIBILITY/POST HELD:

Responsible to the University's **REGISTRY**, over see's  
The main Registry unit of the University (Secretarial Duties)  
incoming and outgoing mails, and member to the  
Advancement and Documentation Unit of the University  
(Secretarial Duties). Have worked as Secretary in various  
departments and units of the University i.e Core Registry,  
Advancement & Documentation Unit. Physics Department,  
Mathematics Department, Haematology and Immunology  
Department, University Protocol Team ushering unit, FDS,  
Deans Office FAHS, Deans Office PGS, and presently at the  
Deputy Vice Chancellor's Academic Office.

SERVICE TO NATIONAL BODY:

National Youth Service Corp

2012 – 2013.