OKPARA ONYEDIKACHI FAVOUR

Port Harcourt, Rivers State
Phone: 08132188855 | Email: okparanavah08@gmail.com

PROFESSIONAL SUMMARY

Dedicated undergraduate student in the School of Community and Allied Health Sciences, University of Port Harcourt Teaching Hospital (UPTH) with 1.5 years of computer training. Proficient in Microsoft Word, Excel, Google Sheets, and Email. Detail-oriented, reliable, and skilled in data entry, documentation, and online communication. Seeking a remote entry-level role to apply my computer skills and support administrative operations while pursuing my degree.

KEY SKILLS

- Microsoft Word, Excel, Google Sheets
- Data Entry & Accurate Typing
- Email Communication & Customer Support
- Medical/Health Documentation & Record Keeping
- Internet Research & Online Documentation
- Social Media: WhatsApp, Facebook, Instagram
- Time Management & Attention to Detail
- Teamwork and Collaboration

EDUCATION

Bachelor's Degree in Progress – School of Community and Allied Health Sciences
University of Port Harcourt Teaching Hospital (UPTH)
2023 – Present

West African Senior School Certificate Examination (WASSCE)
Community Secondary School, Omuike Aluu
2017 – 2023

National Examination Council (NECO)
Community Secondary School, Omuike Aluu
2017 – 2023

First School Leaving Certificate (FSLC)
Umusu Primary School
2012 – 2017

PROFESSIONAL TRAINING

Certificate of Completion in Computer Training
Easy Print Training, University of Port Harcourt Teaching Hospital
Duration: 1 Year 6 Months

- Trained in Microsoft Office Suite, Internet Research, Data Entry, and Email Management

PERSONAL DETAILS

Date of Birth:	16th December, 2006
Gender:	Female
Marital Status:	Single
State of Origin:	Imo State
Nationality:	Nigerian

HOBBIES

Reading, Cooking, Listening to Music

REFEREES

Available upon request