

UNN STAFF PROFILE TEMPLATE

Personal Info

Name: MARK ODOGU OKO
Faculty: ADMINISTRATION
Department: REGISTRY
Designation: CATERING OFFICER
E-mail Address: mark.oko@unn.edu.ng
Phone Number: +234(0)8065664018

Brief Biography

Born on 21.05.1970. Had formal schooling at Ajenomi Central School 1A Averomi Olodi, Apapa-Lagos, Nigeria; Bekwarra Secondary School, Abonchiche, Cross River state, had NABTEB Advanced Level; B.Sc. Public Administration in the University of Nigeria, Nsukka (certificate in view).

Areas of Specialization

Catering – In the Chancellor’s Lodge, University of Nigeria, Nsukka.

Responsibilities

- As a Catering Officer, I take care of the feeding of the Chancellor and his guest.
- Making sure that the Chancellor’s lodge is properly kept.

I’m presently attached to the Council Affairs Unit, assisting in the following assignments:

- Maintenance of Unit correspondence record register, dispatch and receipt of mails.
- In-charge of photocopying machine.
- Filing of documents under the guidance of the P.E.O. II.
- Receipt and compilation of Council papers for the Deputy Registrar.
- Any other duty that may be assigned to me by the DR or his Lieutenants.

Membership of Professional Bodies

CURRICULUM VITÆ

SURNAME: Oko
OTHER NAMES: Catering Officer
DATE OF BIRTH: February 14, 1970
PLACE OF BIRTH: Lagos State
LOCAL GOVERNMENT OF ORIGIN: Bekwarra
STATE OF ORIGIN: Cross River
NATIONALITY: Nigerian
RELIGION: Christianity
PERMANENT HOME ADDRESS: Opposite Capital Gateway, Hotel Ado Nasarawa State
SEX: Male
MARITAL STATUS: Married with two (3) children
E-MAIL ADDRESS: mark.oko@unn.edu.ng

INSTITUTIONS ATTENDED

QUALIFICATION OBTAINED WITH DATE

Ajeromi Central School 1 ^A , Araromi Apapa	First School Leaving Certificate – 19....
Bekwarra Secondary School, Abouchiche Ogoga, Cross River State	SSCE - 19.....
Government Technical College, Nsukka	NABTEB, Advance Level, 2012
University of Nigeria, Nsukka	Bachelor of Science (B.Sc.) - 2017

PREVIOUS EMPLOYER

Arewa Suite Hotel, Abuja

PRESENT EMPLOYER

University of Nigeria, Nsukka

REFEREES

1. Mr. Ogbor Patrick Odoh
Federal Ministry of Water Resources

2. Mr. Hillary Otumahana
Ministry of Foreign Affairs

Abuja, 08059692194

Abuja, 08033588322

- 3. Mr. Ogar Sunday Oko**
Julious Berger Nig. Plc
Abuja, 08029148244