Joel

E-mail: joel.252985@2freemail.com

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**PERSONAL SUMMARY**

An office technology and management professional with secretarial experience and an ability to improve efficiency and increase office performance. A naturally organized and an efficient individual with a reasonable level of written and verbal communication skills. A proven ability to support and manage the day to day activity of managers and key staff members. Easy going by nature and able to get along with both work colleagues and senior managers.

**WORK EXPERIENCE**

1. **National Youth Service Corps**

**Oyo East Local Government** Sept 2014 – July 2015

Administrative Officer

* Answering Telephone, direct, screen calls, taking and relaying messages.
* Dealing with queries or request from the customers and public.
* Providing general clerical and administrative support to all level of professionals.
* Scheduling appointments, organizing meetings, maintaining appointment diary either electronically or manually.
* Preparing letters and documents, receiving and sorting out e-mail and deliveries.
1. **Independent National Electoral Commission (INEC)**

**Ad hoc Staff** 2014/2015

Presiding Officer

1. **Delta State Polytechnic**

 **Department of Office Technology and Management** Sept. 2010 – Sept. 2013

Secretary/PA

* Answering Telephone, direct, screen calls, taking and relaying messages.
* Dealing with queries or request from staffs students and the public.
* Providing general clerical and administrative support to all level of professionals.
* Scheduling appointments, organizing meetings, maintaining appointment diary either electronically or manually.
* Preparing letters and documents, receiving and sorting out e-mail and deliveries.

**CERTIFICATION**

**National Youth Service Corps**

Certificate of National Service

**Human Resources and Skill Acquisition**

Certificate of Excellence, Horebson Resources.

**PROFESSIONAL SKILL**

Associate Member Chartered Institute of Customer Relationship Management

**EDUCATIONAL QUALIFICATION**

**P.G.D. customer relationship management May 2015**

Institute of Customer relationship management (Chartered)

**H.N.D Office Technology and Management Sept. 2013**

Delta State Polytechnic, Ozoro

**O.N.D Secretarial Administration Aug. 2009**

Delta State Polytechnic, Ozoro

**STRENGTHS**

* Coordinating
* Judgment and decision making
* Management of personal resources
* Monitoring
* Time Management

**INTEREST**

* Listening to Music
* Meditation
* Meeting Friends
* Surfing the Internet
* Travelling

**REFERENCES**

Available on request