**Curriculum vitae**

**EMMANUEL**

Email**:** Emmanuel.300945@2freemail.com

**GOALS & OBJECTIVES:**

A talented individual who will bring his talent and passion for clerical/administrative duties to your company. On a personal level, he is willing to work a flexible schedule that includes weekends and holidays. He has experience of working in a high pace environment, and has the high ethics standard, integrity, discipline and company loyalty that you are looking for in a candidate. Right now he is looking for a suitable position with a company that offers its staff superb career opportunities, job enrichment and a supportive work environment.

**KEY SKILLS & ABILITIES:**

* Excellent communication skills
* Excellent command of Microsoft Word, Excel, Power Point and Windows Installation
* Excellent organizational and time-management skills
* A good command of English grammar and spelling
* Ability to work on flexible hours

**Personal Profile:**

Date of Birth : 31st May, 1989

Status : Single

Gender : Male

Language : English

**academic qualifications:**

Obafemi Awolowo University, Ile Ife, Osun State, Nigeria.

Bachelor of Science (B.Sc) in Microbiology **(2007-2011)**
***CERTIFICATE ATTESTED BY THE MINISTRY***

***OF EDUCATION AND UAE EMBASSY***

Focus High School, Ipetumodu, Osun State, Nigeria.

SSCE **(1999-2005)**

***CERTIFICATE ATTESTED BY THE MINISTRY***

***OF FOREIGN AFFAIRS***

Stepping Stone Nursery & Primary School, Ipetumodu Osun-State, Nigeria.

Primary School Leaving certificate **(1992-1998)**

**CAREER HISTORY:**

Aplus Educational Institute, Osun State, Nigeria. **2014-2016**

**Position: Secretary**

**Duties and Responsibilities:**

* word processing;
* audio and copy typing;
* letter writing;
* dealing with telephone and email enquiries;
* creating and maintaining filing systems;
* scheduling and attending meetings, creating agendas and taking minutes
* keeping diaries and arranging appointments;
* photocopying and printing various documents, sometimes on behalf of other colleagues;

Cornerstone College, Busanfung, Cross River State, Nigeria (NYSC) **2013-2014**

**Position: Administrative Assistant**

**Duties and Responsibilities:**

* Organize and provide documents, reports and information to department and external clients in an useful and well-organized manner
* Create and maintain active files
* Schedule travel, coordinate with travel agency to obtain the best possible trip and prepare travel expense reports accordingly
* Take and compile minutes of meeting
* Order office supplies and equipment
* Maintain files and folders
* Maintain weekly schedules for employees
* Handle and screen telephone calls, routine mail and reallocate as required
* Train and supervise casual and clerical staff
* Create and maintain database records
* Manage front office operations
* Manage calendars
* Plan and organize meetings and events

Baytech Computer Ventures, Osun State, Nigeria. **2011-2013**

**Position: Secretary**

**ACHIEVEMENT:**

Folas Computers, Osun State, Nigeria

**Certificate in Data Processing and Desktop Publishing 2007**

**rEFERENCES**

Available on request

**DECLARATION**

I Hereby declarE that the particulars in the resume are correct to the best of my knowledge and belief.