**FRANCIS**

E-mail: *francis.381022@2freemail.com*

**PERSONAL INFORMATION**

* **SEX :** Male
* **DATE OF BIRTH :** 30th October
* **MARITAL STATUS :** Single

**CAREER OBJECTIVE:**

Seeking a position with an organization that allows me contribute the best of my administrative quota to facilitate the organizational growth and also offers an opportunity for a long-term professional growth while leveraging on teamwork, effective interpersonal skills, creativity and innovations and job satisfaction.

**EDUCATION:**

* **Bingham University – Karu Nasarawa State, Nigeria**

*B.Sc Economics* 2014

* **Command Day Secondary School – Enugu, Nigeria**

*SSCE*2007

* **St. Aloysius. Primary school -Abuja, Nigeria**

*First School Leaving Certificate*2001

**WORK EXPERIENCE:**

* **GENERATING DEMAND MANAGEMENT CONSULTING (G.D.M )**

*Northern region supervisor* Oct 2016 – Apr 2018

* **THE DEN HOTELS ABUJA NIGERIA**

 *Front desk/receptionist* Nov 2015 – Oct 2016

* **BAYELSA STATE HOUSE OF ASSEMBLY BAYELSA, NIGERIA**

*(NYSC)* Nov 2014 – Oct 2015

* **PROCTER AND GAMBLE NIGERIA** *Sales Representative. Yenagoa. Bayelsa ( part-time )* 2015
* **ETC SHAWARMA LTD**. **BINGHAM UNIVERSITY NASSARAWA, NIGERIA**

*Sales Manager (part-time partnership)*2012 - 2014

* **GREEN CONCEPT WORKSHOP ABUJA, NIGERIA (N.G.O)**

*Brand Ambassador (part-time)*2013 –to 2016

**COURSES AND TRAINING ATTENDED:**

* **CISCO SYSTEMS**

*Bingham University Nasarawa*  2010- 2011

* **SKILLS. ACQUISITION AND ENTREPRENURIAL DEVELOPMENT**

*Organized by National Youth Service Corp (NYSC) at Bayelsa State*

*NYSC camp in November*  2014

**PERSONAL SKILLS& ATTRIBUTES:**

* Knowledge of Ms Office applications (Ms. word, Excel, PowerPoint )
* Ability to meet goals while maintaining high morale.
* Good communication and interpersonal skills
* Ability to analyze problems and find workable solutions
* Ability to work under little or no supervision
* Ability to work under pressure to meet organizational goals.

**AWARDS CERTIFICATES RECEIVED:**

* **ENTREPRENUER OF THE YEAR {MALE}**

*BHUSRC Student Week* 2014

* **AWARD OF SELFLESS SERVICE**

*Business Admin Departmental Week Bingham University* 2012

* **AWARD OF HONOUR**

*Federal Road Safety Corps Club (Bayelsa State)* 2015

* **CERTIFICATE OF RECOGNITION**

*Federal Road Safety Corps Club (Bayelsa State)* 2015

**POSTS HELD:**

* **DIRECTOR OF SOCIALS**

*Bingham university student representative council [BHUSRC]* 2013 -2014

* **PUBLIC RELATIONS OFFICER** 1

*Nigerian economics student association [NESA]*  2012-2013

**REFEREES:**

To be provided upon request.