**RÉSUMÉ**

ABEL

E-mail: abel.381021@2freemail.com

**Personal Details**

**Status:**Single

**Sex:**Male

**Religion:**Christian

**Visa Status:**Visit Visa

**Height:**6’0

**Joining date:** Immediately

Competencies

* Filled with initiatives, proactive and confident.

•Ability to demonstrate High Ethical Standards and Integrity.

•Strong interpersonal communication Skills.

* Highly Energetic.

Educational Profile

Ambrose Alli University Ekpoma, Nigeria –B.sc Political Science – 2009 – 2014

*Okhuesan secondary School, Okhuesan, Edo State, Nigeria – SSCE - 2002- 2008*

Computer Literacy

Ability to use:

* Microsoft office: Word, Excel and Powerpoint
* Internet and Email

Work Experience

AMBROSE ALLI UNVIVERSITY EKPOMA NIGERIA **2015-2017** GeneralOffice and Store Assistant

Duties:

* Perform clerical duties in the office and Store. Such duties are but not limited to: managing files, photocopying, updating paperwork, welcome and entertain guest and staff,
* Assist front desk/receptionist in receiving call during staff break, sick leave or vacation.

Ensure that the office is clean at all times, and assist the cleaner in cleaning the office during absence.

Store Keeper - Ahmadu Bello Book Store Trading Ltd  **2015-2016**

Duties:

* Plan and perform duties such as: receiving, inspecting, returning, Loading and offloading, packing, labeling, preparing good for courier/shipping, delivering. Keep a log book of daily happenings
* Maintaining inventory.
* Logistics: Expediting orders with Suppliers, receiving and checking import document for shipment clearance.

Language Spoken Written

English Good Good

Hobbies

Travelling and Learning new skills

**Referee**

Available on Demand.