

**michael**

Email: Michael-394634@gulfjobseeker.com

**PERSONAL PROFILE:**

Date of birth : 31st May 1987

Civil Statue : Single

Gender: Male

Nationality: Nigeria

**CAREER OBJECTIVE**

Seeking a challenging job opportunity that will provide a platform for me to fully utilise my expertise

and become an expert in my profession as well as serve and be of value. Seeking a **job** with your company as a **security guard** to help minimize theft, protect the residents of the building, and use strong Strategies to enforce rules. I am Strong and hardworking, with One year experience working as **security**.

**PROFESSIONAL EXPERIENCES:**

**1**. 5-Star Hotel in Nigeria (One Year Experience)

Security guard (November 2012 -October 2013)

Monitoring the Hotel premises and trying much as possible to reduce environmental hazards that may occur.

**2. PRIVATE SCHOOL in NIGERIA**

**Administrator (November 2014 - July 2017)**

**ADMIN OFFICER**

**A successfully acted as the point of contact for all employees, providing**administrative**support and managing their queries. Main**duties**include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records.**

**PERSONAL ATTRIBUTES**

* Excellent leadership including interpersonal, organisational and time management skills
* Dedicated, proactive, results-oriented
* Excels working individually & in a team
* Ability to work with minimum supervision
* Patient, analytical and an excellent team player
* A mature disposition and a sense of responsibility
* Good conflict and people management skills.
* Ability to apply and instil discipline fairly and consistently
* Excellent communication skills including planning and problem-solving skills
* Ability to inspire, guide and encourage young people

Highly motivated and self-confident

**EDUCATION QUALIFICATION:**

\*West African Examination Certificate (Waec)

\*General Certificate Examination(GCE)

\*First School Leaving Certificate (FSLC)

**DECLARATION:**

 I declare that the above information provided

Above is true and correct to the best of my knowledge

**michael**