**DAVID**

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**CURRICULUM VITAE**

**PROFESSIONAL SUMMARY**

**Objectives:**  To secure a position in an organization where my skills, and experience can be applied to add value.

**Professional Profile:** I am an enthusiastic, hardworking and organized. I have gained a comprehensive knowledge in office administration and human resources, customers care relation and service, with other experience and skills through various training, jobs and academic studies and can use my initiative to ensure tasks are carried out effectively and efficiently.

**PROFESSIONAL EXPERINCES**

**YOBE STAFF BOARD OF INTERNAL REVENUE:Administrative Assistant**

 **(2015- 2016)**

**Designation: Duties and Responsibilities**

* Responsibilities for ensuring appropriate record keeping, filling and documentation of all organization mails and corresponding
* Responsible for management of all personnel matters such as training, annual leave, disciples, recruitment welfare and general services.
* Responsibilities for the collection and processing of utility bills.
* Responsible for supervising all junior staff including clerical staff drivers, cleaners securities etc.
* To carry out any other duties as may be assigned by the coordinator
* Manage office assets, including vehicles, generating plants and office premises

**PRIMPOSE ENTERPRISE (Offices Assistance) 2016**

* Front Office Desk attendant
* Records Keeping
* Arranging of customers files for processing and proper documentation
* Follow up on customer transactions.
* Planning, preparing and delivering of monthly Reports and handling of some machineries

**DREAM POWER ALUMINIUM COMPANY United Arab Emirates (March 2017 –March2019)**

(Installation Assistant and Machine Operator)

 **May – October 2019**

Office Assistant/ Consultancy Service

**ESSENTIAL PROFICIENCIES**

* Ability to think broadly across business to establish clear strategies, plans and goals in line with organization vision and policies
* Excellentcommunication (oral, written and presentation) and interpersonal skills, innovative, confident and graceful under pressure.

**AREA OF INTEREST**

* Human resources managements
* Administrative
* Customer service relation

**QUALIFICATION & SKILLS**

**B.sc in Business Administration University of Lagos Nigeria (2015)**

**Nigeria Single Male**

 **D.O.B 18/04/1990**