***OGBONMWAN OSAGIODUWA ANTHONY***

## 48, 2ND EAST CIRCULAR ROAD

## BENIN CITY, EDO STATE, NIGERIA

**TEL: 08138880573**

**E-mail: anthony4christy2k@gmail.com**

# PERSONAL DETAILS:

Date ofBirth: 20th June, 1988

Place ofBirth: Edo State

Sex: Male

MaritalStatus: Single

Local Govt. Area: Oredo

StateofOrigin: Edo State

Nationality: Nigerian

**SUMMARY:** Iam a resourceful, flexible and innovative individual who can absorb new ideas and is experienced in coordinating, planning and organizing administrative activities. An excellent team player with the ability to work proactively in a complex and busy office environment and to add value to organizations that gives me the opportunity to achieve my dream.

# WORK EXPERIENCE:

## Parish Secretary

## St. Michael the Archangel Catholic Church, Ikhueniro, Edo State

**2016 - 2018**

**Duties:**

* Typing of document (including weekly bulletin)
* Finance function
* Sending and receiving of mails as well as other internet functions
* Receiving of guest and other secretarial duties
* Other extra duties

## Computer Secretary/Office Clerk

**OSBO Academy**

**M.M Way, Benin City, Edo State, Nigeria**

**2007 - 2015**

**Duties:**

* Typing of books and documents (including in Edo Language)
* Graphics design
* Sending and receiving of mails and other internet activities.
* Sales and distribution of books
* Customer Care Service

# EDUCATION:

## Bachelor of Science (B.Sc)

**Banking & Finance**

University of Benin, Benin City, Edo State, Nigeria

2010-2015

## Diploma Certificate

**Desktop Publishing/ Computer Training Techniques**

Devine Guardian Concept

Igbesamwan Street, Benin City, Edo State, Nigeria

2006-2007

## West Africa SeniorCertificate

Christo Comprehensive College, Benin City, Edo State.

2004-2006

## Primary School Leaving Certificate

Uwa Primary School I, Igbesamwan Street, Benin City, Edo State.

1994-2000

## TECHNICAL SKILLS

* Good communication skills
* Customer relationshiporiented
* Ability to work with Microsoft office.
* Ability to work under little or nosupervision.
* Well educated in banking and financial management.
* Ability to develop and motivate a team under demanding andstressful conditions.

## COMPUTER SKILLS:

* Excellent use of MicrosoftOffice (MicrosoftExcel, MicrosoftWord and PowerPoint)
* Graphics Design
* Internet

## HOBBIES:

Dancing, reading and sports

## REFERNCE

## Mrs. Joy Hayble

## Teacher,

## Post Primary Education Board

## Edo State.

## 08067754442

**Mr. Thomas Iyamu**

Managing Director,

Thomas Gold Enterprise,

1st East, Circular Road,

Benin City, Edo State,

Nigeria.

08034102868