JACOB FAITH

**20D Circular Road, Block E6 C.B.N Quarters**

**Elekahia Housing Estate, Port Harcourt, Rivers State.**

**Mobile: 07068606327**

E-mail: faithjacobrita19944@gmail.com

**SUMMARY:** Graduate of Office Technology Management with relevant experience in office management, sales and customer relations. A change champion and a passionate employee with a strong desire to take up challenges, acquire new ideas with a capability to meet set goals for the development of an organization, as well as making a meaningful impact on the society at large

**National Youth Service Corps (NYSC) March 2019- Till date**

**Christian Pilgrims Welfare Board, Nasarawa State**

**Position: Administrative Assistant**

* Managing documents and files
* Operating a range of office machines such as photocopiers and computers
* Scheduling and coordinating meetings, interviews and events
* Assisting in various daily operations.

**The Promise Fast Food, Port Harcourt Rivers State February 2014 –February 2015**

**Position: Industrial Training**

* Promote and sell products and services
* Establish, develop and maintain positive business and customer relationship
* Coordinate sales effort with team members and other departments

**Save a life Hospital, Port Harcourt** **Rivers State**

**Position: Administrative Assistant** **February 2015- November 2017**

* Managing documents and files
* Operating a range of office machines such as photocopiers and computers
* Scheduling and coordinating meetings, interviews and events
* Assisting in various daily operations.

**The promise fast food, Port Harcourt rivers state November 2017-February 2018**

**Position: Customer care Representative**

* Listened and responded to customers’ needs and concern
* Provide information about products and services
* Take orders, determine charges and oversee payments
* Handled complaints
* Referred customers to supervisors

**Personal Attributes**

* Excellent team player and very good listener
* Keen, honest, dedicated and hardworking
* Takes initiative and receptive to new ideas
* Good communication skills in English language and Igbo language
* Ability to multi-task and work under pressure with less supervision.

**SKILLS AND EXPERTISE:**

* Admin/ Office management
* Communication and Listening Skill
* Networking
* Bargaining skill
* Team work
* Guidance and Counseling

**EDUCATIONAL BACKGROUND**

**Higher National Diploma (Office Technology Management)**

Abia State Polytechnic Aba, 2015-2017

**National Diploma (Office Technology Management)**

Abia State Polytechnic Aba, 2012-2014

VOLUTEERING ACTIVITIES

General Secretary - NYSC SDGs Community Development Group Lafia 2019

Member Dinner Committee- NYSC SDGs Community Development Group Lafia 2019

**REFERENCES**

Chief Innocent Osam (Ph.D)

Federal College of Education, Omoku

**08063748807**

Mr. Dennis Eleberi

Central Bank of Nigeria,

Port Harcourt.

**08038411451**