**DANIEL SOMTOCHUKWU, NEZIANYA**

8, Alaba Street, Oworonshoki Lagos

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**SUMMARY**

Daniel is an international relations graduate with about two years work experience in office assistance, account and administrative department, calculation of loans, customer care service, and sales recording. He is dedicated, flexible to integrate seamlessly into any team, and always willing to step up to lead when it is required. He possesses great analytical skills needed to positively contribute to the organization’s corporate objectives, while gaining valuable industry experience.

**EDUCATION**

B.SC. International Relations March, 2014 – August, 2017

**Ecole Supérieure D’administration D’économie De journalisme**

**Et Des Métiers De l’audiovisuel [ESAE], République Du Benin.**

**University Of Administration, Economics, Journalism And**

**Audiovisual Professions, Benin Republic.**

**PROFESSIONAL EXPERIENCES**

 Supervisor January, 2019 -Present

**RUNEZ SYSTEMS LTD, Lagos Island | Lagos**

• Monitored costs against budget

• Monitoring and inspection of all office equipment’s

• Keeping records on sales, stock checking.

• Ensuring proper record and documentation are updated on incidents, data and job processes.

Office Assistant September, 2017 - December, 2017

**ST MARTINS TECHNOLOGY LTD, Lagos Island | Lagos**

• Managed the daily activities in the office

• Managing filing system

• Scheduled dispatch duties to the riders on a daily basis and maintained accurate record of orders received and delivered.

• Managing supply inventory, managing office equipment as needed

• performing general office clerk duties and errands

Graduate Trainee (Administrative Officer) January, 2018 - December, 2018

**Crystals Easy Credit And Loans, Garki | Abuja**

• Managed the daily activities in the office and provided support for the security details of the office.

• Attended to customer service by receiving and responding to mails and calls for loans

• Documentation of client files

• Handled online interactions and social media marketing of the company to boost customer growth, engagement and sales.

• Ensuring the safety of office equipment

• Safe keeping of all bank drafts, preparing loans and bank transactions,

**PROFESSIONAL CERTIFICATIONS/TRAINING**

* **JUSTICE DEVELOPMENT AND PEACE COMMISSION IBADAN** 2011

**SKILLS**

1. Leadership and Great Interpersonal skills
2. Communication and Team Building skills
3. Technical and Analytical Reasoning skills