

## CAREER OBJECTIVE

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- Seeking for a post in your reputable Establishment to apply my skills in creating more innovative of improving productivity and profitability. -To strive relentlessly to attain Organizational growth.

## EXPERIENCE

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- **Poly Product Nig Ltd, Plot C, Block 10 industrial Layout Ilupeju Lagos state**

Receptionist

  - Welcoming Visitors into the company with a smile.
  - Informing the involved staffs that has visitors.
  - Directing Visitors to whom they want to see in the company.
  - Picking up calls from the telephone.
  - Keeping Record of incoming and outgoing details of items, from and into the company.

*May 2019 - October 2019*
- **Poly Product Nig Ltd, km2 idiroko Rd Sango Ota Ogun State.**

Sales Representative

  - Reconciliation of Goods Receive Note with Customers.
  - Collection of cheques.
  - Exploring the open Market to bring in customers into the company.
  - Making waybills and invoices.
  - Making and Sending Reports.

*Nov.2019 - - 2021*
- **National Youth Service Corp (NYSC) Served at Poly product Nig Ltd. Km 2 idiroko Rd Sango Ota Ogun State.**

Secretary Admin department

  - Organize Meetings
  - Write minutes
  - Involving in Recruitment process: Selection, shortlisting, Calling Shortlisted applicants.
  - Composing and typing of Memos and Query

*2018 - 2019*
- **Keedak Nig Ltd, Mother cat Port Harcourt Rivers State**

personal Assistant to personnel Manager

*Jan.2015 - Nov. 2015*
- **INEC ADHOC STAFF 2019 GENERAL ELECTION**

Presiding officer ilupeju community Primary school polling unit Iju, Ado -Odo ota LGA, Ogun State.

  - To Stamp , sign and date Electoral Ballot Papers.
  - To Collate Election Results
  - To Organize the other Officers ( Apo 1, 2 and 3 to carry out their effective duty during the Election.

*23rd Feb. 2019 - 9th March,2019*
- **Salem Ace intl.Nursery and primary school Aleto Eleme Rivers State**

Teacher

Impacting Knowledge

*2011 -*
- **Gobel Intl. School Agbonchia Eleme, Rivers State.**

Teacher

Impacting Knowledge

*- 2012*

## EDUCATION

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- **Kenule Beeson Saro-Wiwa Polytechnic, Bori Rivers State.**  
Business Administration and management (HND)  
3.12 upper credit  
2015-2017
- **Covenant Polytechnic Aba Abia State**

Business Administration and management (ND)  
2.81  
2013-2014

- **Community Secondary School Aleto Eleme Rivers State**  
West Africa Examination Council (WAEC) May/June

2007-2013

- **Community Primary School Amadi Ama Rivers State**  
First School Leaving Certificate ( FSLC)

1997-2004

- **Glorious Links Computers Ogale-Eleme Rivers State**  
Diploma in Computer Operation

2011

- **Alpha Consulting Services, Banuso House, Broad Street, Lagos Island**  
Professional Courses: Human Resource management (HRM) and Customer Relationship management (CRM)  
Excellent  
2019

## TECHNICAL SKILLS

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- Can operate the following software - Microsoft word - Excel - PowerPoint - Corel draw

## PROJECTS

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- **Labour Management Conflict and Organizational Effectiveness** *3months*  
Discussed how to manage conflicts among employees at their work place, to achieve Organizational goal. ( Case study: Keedak Nig. Ltd ,. Mothercat Port Harcourt Rivers State).

## ACHIEVEMENTS & AWARDS

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- - Successfully conducted a group project. - Successfully Conducted a Church Children Celebration

## SKILLS

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- - Excellent Communication - Great influencer on prospect and clients - Active listening - Creativity - Problem solving skills etc.

## INTERESTS

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- - Reading
- - Acquiring new skills
- - Travelling
- - Music

## ACTIVITIES

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- - Involving in Educating Seminar and project - Involving in Arts and Drawing workshops - Exercises and Health Care -. Outdoor activities

## PERSONAL STRENGTHS

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1. Self Motivated
2. Human Relations Management
3. Ability to work with little or no supervision
4. Problem solving skills

## PERSONAL PROFILE

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- Date of Birth : 13/03/1993
- Marital Status : Single
- Nationality : Nigerian
- Known Languages : English, Igala and pigin- English
- Hobby : Learning, Research, planning and working towards my plans to achieve them.

## REFERENCE

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**Mr. John Olatinwo - "Intercontinental distillers Limited Head office Lagos."**

Fixed Assets and Payables Manager  
olatinwo.john@gmail.com  
08029135761

**Pastor Matthew Kiri - "Redemption Church Ekrikana Okrika Rivers State"**

Pastor  
08030440527

## DECLARATION

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I do hearby declare that the Particulars of facts and informations stated are true, correct and complete to the best of my knowledge.



**BENJAMIN BLESSING IKO**