**IMONI JOY EVI**

40, Market Road, Megida, Ipaja-Ayobo, Lagos state.

+2348188437871; *Email: joy932015@gmail.com*

**Personal profile**

A competent business administrator with distinctive sets of skills acquired over the years in the course of my career. I have a keen interest to learn and succeed in an environment of growth and excellence. I have overtime gained and applied skills in optimizing both human and material resource in achieving the organization’s overall objective.

**Education**

Yaba College of Technology October, 2017

**Higher National Diploma**

**Course of Study**: Business Administration and Management

**Academic Standing: Upper Credit**

Yaba College of Technology October, 2013

**Ordinary National Diploma**

**Course of Study**: Business Administration and Management

**Academic Standing: Upper Credit**

**Senior School Certificate Examination (2009)**

Brilliant Academy, Iloro, Agege.

**Projects/Achievements/Awards**

Awarded most influential female corp member (NYSC) October, 2018

Group project on *Impact of Monetary and Non-Monetary Incentives on Workers Performance*

*in an Organization:* A study of Total Nigeria plc. April, 2017

**Employment history**

**The Redeemed Christian Church of God**

**Lagos Province 71** December 2018-Present

Position Held: Office Assistant

Assisting the administrative department of the province in carrying out administrative duties.

Budgeting and purchasing of office supplies monthly.

Typing of correspondences for the Wife of the Pastor in Charge of Province.

Delivery of official letters for the Provincial Legal Adviser.

**National Youth Service Corps**

Government Science College January-October 2018

Position Held: Subject Teacher

Prepared lesson plans, schemes, note of lesson and weekly record of work.

Invigilated and compiled reports of students.

Taught business studies and physical health education.

**Industrial training**

Intellect Companion Schools January 2014-March 2015

Position Held: Class Teacher

Prepared students for their common entrance examination.

Chairperson of the school’s examination committee.

Member of the school’s end of the year planning committee.

Secretary to the school inter house sports committee.

Handled all administrative tasks as required by supervisors.

**Leadership Experience**

Sister’s Coordinator/ Welfare Secretary, Nigerian Christian Corpers Fellowship (Warrah, Kebbi

State) -April2018-October2018

Organized monthly programmes for the sisters unit of the fellowship.

Prepared budgets for the welfare of the fellowship.

Prepared monthly reports of the unit.

Initiated a training workshop for the fellowship.

Event planner/Caterer/Decorator- Joyous Cakes and Events January 2016-present

Source for prospective customers through social media and networking.

Planning, organizing and budgeting with the available resources to make a successful event.

Tutor apprentices on cake making and decoration.

Invited to train people on small chops and snacks.

**Volunteer Activities**

ECOWAS Youth council

Registrar for *Back to School Convention* October 20, 2017

**Skills and interests**

Computer Skills: Proficient in Microsoft word, Excel, PowerPoint

Languages: Fluent in English, Yoruba, Urhobo, Isoko, Beginner Hausa

Vocational Skills: Diploma in Catering and Events Management

Interests: Listening to music, cooking, reading personal development books, surfing the internet for research purposes.

**Biodata**

Date of Birth: March 31st 1993

Nationality: Nigeria

State of Origin: Delta State

Religion: Christianity

**Referees**

Available upon request