***EMMANUEL OKON DAN***

*Afaha road, ibesikpo ikot obio nkan, uyo, Akwa ibom state*

*08102548936, 08155560651*

*ed844143@gmail.com*

**CAREER OBJECTIVES**

To belong to an organisation where my academic and natural intelligence as well as my zeal will be utilised to the benefit of my employer's aim and target,and also to an organisation where challenges and opportunities for growth are encouraged.

**BIO-DATA**

Date of Birth: 26th, April 1994

Sex: male

Nationality: Nigerian

Local government : Abak

State of Origin: Akwa ibom

Marital Status: Single

**EDUCATION**

Certificate of softskill training from Jobberman. 2021

Nysc. 2020

Higher national diploma (HND). 2017-2019

Akwa Ibom state Polytechnic ikot osurua,OND in civil Engineering. 2015-2017

Army children school,

first school leaving certificate (FSLC) oron, Akwa ibom state. 2000-2005

Brainway secondary commercial school,

West African Examination council (WAEC) oron,Akwa ibom state. 2005-2011

**WORK EEXPERIENCE**

**United Bank for Africa, uyo. 2019-till date**

**Role:customer service officer**

**Attain to customers complains and giving prompt resolution**

Account opening /database maintainance

dealing with correspondence and phone ccalls.

Typing, compiling and preparing reports, presentations

**DE CHOICE MALL, Uyo. 2018-2019**

**Role: Supervisor**

Maintaining a positive, empathetic, and professional attitude toward customers at all times.

Responding promptly to customer inquiries.

Acknowledging and resolving customer complaints.

Scan goods and collect payments

Ensure pricing is correct

**Eni stores,uyo. 2017-2018**

**Role: Bar manager/supervisor.**

Responsible for overseeing all activities within my team.

Responsible for deciding how to approach tasks

Remittance of cash to cashiers on daily bases.

Responsible for distributing information to team members.

Cordinating team members for different legal functions

**Ministry of works,uyo. 2017**

**Role:IT(Industrial training)**

Daily supervision on road construction,

Conducting lab test on soil samples for road constructions

**Directorate of physical planning uniuyo,uyo. 2017**

**Role:IT(Industrial training)**

Procurement and documentations

Land surveying and Bill of quantity and evaluation

Designing of slaps, beams, colunms

Designing of building plans and interpretation.

**HOBBIES**

Travelling, music, eating, sports, watching movies, dancing, Reading.

**REFEREES**

Mr David Monday udo

Phone: 08038939381

Manager

De choice mall

Engineer Peter

Phone: 08169692437

Lecturer

Oko Federal Polytechnic, Anambra

Mr Okon Dan Udom

Phone:08165188370

Parent

Farmer/Business man.