**Address: No. 13B RexLawson Street, Borikiri, Port Harcourt**

**Email:** **ogangideon@gmail.com**

**Tel: 08064429741**

***PERSONAL DATA***

**Name: OGAN, GIDEON**

**Date of Birth: 28th June 1992**

**Home Town: Ogan-Ama**

**State of Origin: Rivers State**

**L.G.A: Okrika**

**Sex: Male**

**Marital Status: Single**

**EDUCATIONAL QUALIFICATION OBTAINED**

Teachers Registration Council of Nigeria (TRCN) 2021

National Youth Service Corps (NYSC) 2019

Bachelor of Science (B,Sc.) 2017

(Business Education, Management Option)

Senior Secondary School Certificate (SSCE) 2011

First School Leaving Certificate (FSLC) 2001

**CAREER OBJECTIVE**

To plan and direct the administrative services of an organization by ensuring that the goals of the organization are met through the management of files, record, coordination of people, effective time management and making effective decisions that will support the MISSION AND VISION of the organization.

***PROFESSIONAL EXPERIENCE***

**Clerical Officer, Stephenson Cable LTD APRIL. 2019– DEC. 2021**

* Managing databases and document processes and system implement.
* Receiving and processing communication channels, including emails, phone and physical mail.
* Managing office supplies and ordering new supplies as needed.
* Providing preliminary information to customers.
* Maintaining databases and filing systems.

**Mathematics Teacher, CSS Egede, Udi LGA. Enugu State APRIL. 2018 –APRIL.2019**

National Youth Service Corps (NYSC)

* Taught three classes. SS1, SS2 and SS3
* Planned lessons and assignments
* Organized and led group discussions on social and academic issues
* Grade papers and exams.

**Industrial Training Student**

**Clerical Officer, Customary Court Rumuogba, Port Harcourt Aug - Nov. 2015**

* Checking and distributing documents and correspondence.
* Receiving, sorting and distributing incoming mail.
* Reviewing files and records to answer requests for information.
* Preparing and sending outgoing mailings and packages.

**Technical Skills;** Microsoft Office Suite, MS Excel, MS PowerPoint, Spreadsheet

**QUALITIES**

* Computer Literate
* I am a team driver
* I am able to work effectively with little or no supervision
* I am able to contribute well in team work to obtain our goal
* I am very friendly and do not discriminate
* I always heed to advice from my superior
* Always ready to learn something new

**REFEREES**

**PASTOR. VICTORY NNA**

**No. 4 kings Avenue, off Douglas Street, Rumuolumeni, Port Harcourt.**

**08096869572**

**PROF. AUGUSTINE OJOR**

**Block 2, Line 3 California Estate, Marin Base, Port Harcourt.**

**08156954650**

**PROF. SOTONYE FYNEFACE OGAN**

**Department of Anesthesia, Faculty of Clinical Sciences,**

**College of Health Sciences, University of Port Harcourt.**

**08033426236**