**EMMANUEL JOY LEZIGA**

E-MAIL: jaylexi98@gmail.com

**07036913121, 07013710839**

**CAREER OBJECTIVE:**

To obtain a position that will enable me to use my strong organizational skills and award winning educational background and ability to work well with people and influence my colleagues to be more result driven so as to achieve the goals of the organization.

**WORK EXPERIENCE:**

**Sapphire Imagination**

**Secretary (2015-2017)**

* answering calls, taking messages and handling correspondence.
* maintaining diaries and arranging appointments.
* typing, preparing and collating reports.
* filing.
* organizing and servicing meetings (producing agendas and taking minutes)
* prioritizing workloads.

**Kclarkson production**

**Apprentice (2018)**

* Learn and developing trading skills
* Attend training classes
* Adhere to health and safety regulations.
* Complete training assignment
* Follow company procedures

**National Youth Service Corps ( Uyo, Akwa Ibom State, 2018-2019)**

**Minister of Finance (Debt management department)**

* **Debt management audit:** Audit ensures that these bills are settled in accordance with the understanding reached by all stakeholders on external debt settlement procedures.
* collect, collate, disseminate. information, data and forecasts on debt management.
* Ensure that debt settlement are being made according to the outstanding balances in record.

**Soso's Emporium**

**Personal Assistant (2021)**

* acting as a first point of contact: dealing with correspondence and phone calls.
* managing diaries and organising meetings and appointments, often controlling access to the manager/executive.
* booking and arranging travel, transport and accommodation.
* reminding the manager/executive of important tasks and deadlines
* typing, compiling and preparing reports and presentations.

**PERSONAL PROFILE:**

NAME: Emmanuel Joy Leziga

DATE OF BIRTH: 15TH September, 1998

ADDRESS: No. 27 Kala Street, Rumuokwuta, Port Harcourt, Rivers State.

NATIONALITY: Nigerian

STATE OF ORIGIN: Rivers State

MARITAL STATUS: Single

GENDER: Female

RELIGION: Christian

**INDUSTRIAL EXPOSURE**

Efficiency on Microsoft packages.

**EDUCATION AND QUALIFICATION:**

* El-shaddai Nursery and Primary School

First School Leaving Certificate

(2003 - 2007)

* Susan Schools

West African Examination Council Certificate

(2007 - 2012).

* University of Port Harcourt

Bachelor of Science in Finance and banking( 2nd class upper division)

(2013 - 2017).

* National Youth Service Corps Certificate

2018-2019.

**TECHNICAL SKILLS:**

* Team work
* Negotiation
* Decision
* Foot wears design

**HOBBIES:**

* Being creative and innovative.
* Football.
* Love to cook.
* Reading books.

**REFERENCE:**

Ogunniyi Bamidele, T T computers

(0706 239 1047)

Head of Administration

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