

EPUNAM IFEANYI GODWIN

22 AGBOR ROAD, IKPOBA HILL, BENIN CITY, EDO STATE.

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CAREER OBJECTIVE:

Excellent approach and maximum cooperation towards achieving the goals and vision statement with a creative mind and dedicated team spirit in readiness to improve my skills aimed to the benefit of the organisation

PERSONAL PROFILE:

Date of birth: 08/03/1995
Marital Status: Single
Sex: Male
Nationality: Nigerian
State of origin: Anambra
Known Language: Igbo, English
Hobby: Travelling, Singing, Acting, Having a meaningful conversation

EDUCATION :

British International Safety Organisation (BISO)/ Novelle Center

Certificate in Health, Safety & Environment Course (HSE 123)
2019

Delta State Polytechnic, Ozoro Delta State

HND Business Administration and Management 2018

Delta State Polytechnic, Ozoro Delta State

OND Business Administration and Management
2015

ZionComprehensive College,Benin City Edo State

West African Senior School Examination Certificate (WASSCE)

2010

WORK EXPERIENCE:

College Of Mercy, Abakaliki, Ebonyi State

NYSC PPA – Teacher / Drama Head / Asst head of social functions Oct 2018 – Oct 2019

AUSTIN LAZ COMPANY - P.A/Secretary To Austin Laz. 2020 May 1st - Dec 31st 2020

DATA TO M.E.G.A - Date Collector Officer. 2021 Feb 2nd - May 28th 2021

Responsibilities:

- Teaching business studies and physical health education subjects from JSS 1 - 3.
- Setting exam questions for JSS 1- 3business studies and PHE
- Preparing result sheets for student.
- Organising Drama play for events within the school and ensuring the student bring out their best.

Achievements:

- I introduced an interactive session after every class, which led students to easy understanding of topics taught, with an increased memory retention.
- As the assistant head of social function I coordinated and motivated students who were involved in various activities for an event, and as a result our presentations, most specially debate and news casting was marked as the best for the day during their Graduation ceremony
- I helped in preparing JSS3 students for junior waec, which increased the pass rate of the 2019 set of College Of Mercy, Abakaliki Ebonyi state.

OKOROJIE VENTURES

Computer Operator / Cashier

Jan 2011 – Nov 2015

Responsibilities:

- Ensuring customers get the right goods/service required through suggestive selling, and sharing of product knowledge.

- Typing and photocopying documents as directed by customers.
- Processing payments by totaling purchases, processing cash and handing out receipts
- Ensuring all office equipment are functional.

Achievements:

- My excellent customer relationship management skill helped to ensure customer retention
- I assisted in training new employees to deliver excellent customer service.

PERSONAL STRENGTH:

- Good communication and listening skills
- Strong focus on customer service, friendly and helpful nature
- Adapt at delivery outstanding customer service
- Result oriented and dedicated, with an immense ability to adapt quickly
- Computer literate
- Excellent team spirit
- fast learner

REFERENCE:

Available On Request