

DAVID ADINOYI FRIDAY

48, Behind Precious Secondary School, Off New Market Road Lokoja Kogi State

Mobile Number: +2348066654169

E-Mail: davidadinoyi1@gmail.com

PROFESSIONAL SUMMARY

A Hardworking And Committed Individual Who Is Able To Work Well As Part Of A Team As Well As Under Own Initiative. Has Excellent Communication Skills And Able To Liaise With Colleagues And Customer In A Professional Manner. Trustworthy And Reliable And Able To Follow Instructions To Maintain A High Work Output With Great Accuracy And Efficiency. Always Smartly Presented, Easy To Get On With And Has Excellent Timekeeping Skills.

PERSONAL DATA

Date Of Birth: 5th May 1993
Sex: Male
State of Origin: Kogi State
Religion: Christianity
Nationality: Nigerian

EDUCATIONAL QUALIFICATIONS

National Youth Service Corp (NYSC) (<i>Certificate Of National Service</i>)	2019
Kogi State Polytechnic, Lokoja, Kogi State (<i>HND/OND In Accounting</i>)	2018
Local Government Secondary School, Okene Kogi State (<i>West African Senior School Certificate Examination</i>)	2012

HOBBIES

Brain Storming, Surfing The Internet, Networking, Traveling, Meeting Well Focused Individuals, Media Enthusiast, Psychologist, Political Enthusiast

WORK EXPERIENCE

Government Technical College, Nkpor Onitsha Anambra State

2019

(Class Teacher/Tutor)

CORE DUTIES

- Develop And Issue Educational Content Including Notes, Tests And Assignments
- Supervise Classes To Ensure All Students Are Learning In A Safe And Productive Environment
- Plan And Implement Educational Activities And Events
- Prepare And Distribute Periodic Progress Reports
- Evaluate And Document Students' Progress

Independent National Electoral Commission (INEC), Onitsha

2019

(Assistant Presiding Officer)

CORE DUTIES

- Ensures That All Signs And Notices Are In Place
- Determines The Six Digit Number For The Stamp (Official Mark) In The Presence Of Polling Day Staff And Polling Agents
- Determines When Required Whether An Elector Is Eligible To Cast His Or Her Vote
- Administers Voting By Proxies
- Knowledgeably And Efficiently Administers Oaths/Affirmation

Bank Of Agriculture, Lokoja Kogi State

2016-2018

(IT Assistant)

CORE DUTIES

- Assist In Software And Hardware Upgrades
- Add Or Update Workstations For Office Staffs
- Perform Routine PC Maintenance And Updates For Performance Efficiency
- Assist In Maintaining Internet Service, Firewalls And Telephone Systems
- Maintain Standard And Professional Filing System For Easy And Quick Document Assess And Retrieval

REFERENCES:

Mr. Kolawole Charles

Savings Officer At Bank Of Agriculture Lokoja
08034445494

Mr. Usman Omonori Femi

Tax Collector At Kogi State Internal Revenue Service
07033563238

