**DAN, JOHN ITUEN**

43 Pent City Estate Lokogoma District, F.C.T Abuja

**Telephone**:08039318470, 07080071207 **Email**:**ituendan70@gmail.com**

LinkedIn URL:**https://www.linkedin.com/in/john-dan-ba3b92149**

**PROFESSIONAL SUMMARY**

A dedicated and focused individual looking for opportunity to obtain a full time position in a reputable organization while utilizing my extensive knowledge on business development, sales, marketing and administrative support to provide solutions to organizational challenges while developing myself to add more value to the organization.

**CORE COMPETENCIES**

* **Excellent Attention to Details**
* **Strategic Planning and Process Development**
* **Team Building and Excellent Leadership Abilities**
* **Business Development**
* **Meeting Deadline in a Time Efficient Manner**
* **Excellent Communication skills**
* **Relationship management**
* **Customer Needs Assessment**
* **Possess excellent customer service skills**
* **Excellent Administrative & Organizational skills**
* **Proficiency in Microsoft Office Suite**

**PROFESSIONAL WORK EXPERIENCE**

**Jamalife Helpers Global – Abuja 2018 - 2020**

**Administrative Support**

**Key Duties:**

* Responsible for preparing budgets, tracking expenditures and reconciling accounts.
* Overhauled the office filing system to gain easier access to records and increase efficiency.
* Managed daily activities of the office as well as organization-wide projects and activities.
* Maintained office equipment and supply of general stationery, and ordered repairs and servicing of equipment

**Serenity Farms – AkwaIbom State 2017 - 2018**

**Administrative Assistant/Assistant Farm Manager**

**Key Duties:**

* Assisted in providing general administrative support to inter-cross departments under direct supervision of the administrative personnel.
* Received and responded to routine correspondence following established procedures.
* Recorded information, such as production, farm management practices, and parent stock and prepares financial and operational reports.
* Managed and organized daily/weekly production plans; look to increase efficiency and productivity.
* Oversaw production personnel to ensure compliance with farm policies and product yields daily.
* Ensured and improved employee’s safety knowledge through training and communications.
* Responsible for working closely with harvest crews.
* Experience with creating department budget and working within budget perimeters.
* Resolved complex customer issues and needs promptly; handled and followed-up on customers’ orders.

**Hikmah Foundation – Abuja 2016 -2017**

**Administrative Personnel**

**Key Duties:**

* Scheduled and organized senior executive's appointments and meetings, prepared and maintained presentation materials needed for meetings, transcribed and distributed meeting minutes
* Created and maintained office documents: office documents such as, invoices, reports, data sheets have to be created and maintained by an administrative assistant.
* Overall office keeping: maintain the inflow and outflow of goods (food, paper, pens, pencils, notepads etc.), arrange for repair and maintenance of office equipment, receive, store and maintain inventory of office supplies and equipment, and send, receive and sort mail and other packages.
* Responsible for preparing budgets, tracking expenditures and reconciling accounts.
* Managed daily activities of the office as well as organization-wide projects and activities.
* Maintained office equipment and supply of general stationary, and ordered repairs and servicing of equipment.

# Aquinas Oilfield Services Ltd, Eket Field Office 2015 – 2016

**Field Safety Officer**

**Key Duties:**

* Project budgeting.
* Safety coverage/monitoring on work site.
* Job safety analyses (JSA).
* Organised tool box meetings.
* Loss prevention evaluation.
* Assist in implementation of HSE best practice in the unit/department.
* Monitored and protected company’s asset and work against safety/security breaches.
* Responsible for the health safety and welfare of my team.

**EDUCATION**

* B.Sc.Agricultural Economics and Extension,Cross River University of Technology. (2015)
* Senior School Certificate Examination (SSCE), Commercial Development Agency Secondary School, Eket, Akwa Ibom State(2006)
* First School Leaving Certificate,All Weather International Nursery/Primary School, Onna. Akwa Ibom State (2002)

**PROFESSIONAL CERTIFICATIONS**

2020: **Digital Marketing**

Google Digital Skills for Africa

2016: **Customer Service & Relationship Management (CSRM) Course**

Dexter & Heroes Consulting Ltd, Abuja

**HOBBIES**

Reading, Travelling, Cooking, Meeting people.