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👤 46 years
 ♂ Male
 📍 Chişinău
 💰 1 000 USD

TOP Skills

- **Data analysis using excel** · 3 years
- **Ability to work in group(s)** · 3 years
- **Preparation of presentations using power-point and other Microsoft Office applications** · 3 years
- **Very proficient in the usage of Corel and Adobe photoshop software** · 3 years
- **Very pain-staking and high organizational skills** · 3 years
- **Handled multi-tasking jobs (coordinating projects execution plans)** · 3 years

Preferences

- Full-time
- Hybrid

Languages

- **Romanian** · Don't know
- **Russian** · Don't know
- **English** · Fluent

Skills

- Ability to work in a team

Excel Spreadsheet Specialist

About me

Am a very outstanding personality. Humorous and loves a cheerful environment. Committed to carrying out all assigned jobs on schedule.

Above all, to work with existing staff and facilities, contributing the best of my abilities and quota, so as to improve the organizational goals and target. To become a highly dynamic and result-oriented individual, competent enough to make impact on any organization and the society at large.

Work experience

Graphic Designer/Illustrator · Enigma Resources Ltd. · Port Harcourt

February 2021 - June 2024 · 3 years 5 months

Skills: Professional Graphics Designer/Illustrator, Business development / execution, Customer relationship expert

Project Secretary · Energy Works Technology Ltd. (EWT) · Port Harcourt

February 2016 - July 2019 · 3 years 5 months

- Organise and record meetings; including agendas, taking minutes and distribution all concerned parties.
- General administrative duties including drafting/formatting of correspondences, letters, memos, reports, project procedures, tender documents and e-mails.
- Preparation of presentations
- Co-ordination and booking of project meetings
- Co-ordination of travel arrangements inclusive of air-travel tickets, hotel accommodation, visa arrangements, claims etc.
- After external meetings, ensures documents/contacts are exchanged and any additions/changes relating to key client contacts.
- Maintain a proper and user-friendly filing and document control system for recording and tracking of all documents for the project team and departments.

- Possesses high moral standards
- Fluent in spoken/written English
- Quick in learning new activities
- Fast adaptability to new environments
- High proficiency in computer software

- Support the officers and project team in daily admin roles and assist to keep stock of stationary supplies for the department.
- Undertake general office secretarial administration duties, as required.
- Any other adhoc admin duties to ensure the smooth running of the team.
- Assistance in following up action items requested of others

Skills: Very proficient in MS Office software, High typing speed, Fluent in spoken/written English, Grammatically sound, Highly experienced in the Excel Workbook usage, Handled multi-tasking jobs (coordinating projects execution plans), Ability to work in group(s), Data analysis using excel, Preparation of presentations using power-point and other Microsoft Office applications, Very proficient in the usage of Corel and Adobe photoshop software, Very pain-staking and high organizational skills

Safety Officer · Nestoil Plc · Port Harcourt

February 2016 - November 2018 · 2 years 10 months

- Ensures compliance with occupational health and safety (OHS) guidelines.
- Conduct risk assessments, and enforce preventative measures.
- Ensures safe work environment, providing training, and investigating incidents to improve overall safety.

Skills: Work floor safety management, Making sure all safety procedures are followed

Desired industry

- Design / Web Design / Graphics

Education: Higher

Olabisi Onabanjo University

Graduated in: 2008

Faculty: Social Sciences

Speciality: Public Administration

Courses, trainings

HSE Course Level 1 - 3

Graduated in 2016

Organizer: Nigerian Institute of Safety Professionals (NISP)