

ETIM, EKEMINI SAMUEL

Address: PLOT 9 LARRY CRESCENT STREET OGOMBO, LEKKI AJAH , LAGOS STATE NIGERIA

Email: etimekemini203@gmail.com

Tel: +(234)7014447706

CAREER OBJECTIVE

Aspiring for a challenging career with a progressive organization where there are various opportunities for growth and recognition of my potentials and initiatives as crucial input for success.

To develop a professional career and world class solution through skills and team work that facilitates organizational accomplishments toward a sustainable growth.

PERSONAL DATA

Nationality:	Nigeria
State Of Origin:	Akwa Ibom State
Sex:	Male
Date of Birth:	23th September 1993
Marital Status:	Single
Language:	English and Ibibio

EDUCATIONAL BACKGROUND

Q.I.C Group School Nung Ukot Itam, Itu LGA Aks (FSLC) First School Leaving Certificate	1999-2006
Odoro Ikono Secondary School, Ini LGA Akwa Ibom (SSCE) Senior Secondary School Examination.	2006-2012
Heritage Polytechnic Eket Akwa Ibom State (OND/HND) Mass Communication	2013-2018 2019-2020
PAN African Institute, Port Harcourt Rivers state HRM, PM, LM, RM, PRM, HSE level1, 2&3	

PROFESSIONAL CERTIFICATION

- Human resource management (HRM)
- Report Writing and presentation (RWP)
- Project management (PM)
- Leadership and management (LM)
- Risk management (RM)
- Public Relations and media (PRM)
- HSE Level 1,2 and 3

WORK EXPERIENCE

CEVA LOGISTICS SERVICES

2016-2018

EXECUTIVE ASSISTANT/LOGISTIC OFFICER

- Acting as the point of contact among executives, employees, clients and other external partners.
- Managing information flow in a timely and accurate manner.
- Managing executives' calendars and set up meetings.
- Carry out packing, crating and warehousing
- Carrying out storage duties in preparation for site-specific program and shipment.

NATIONAL YOUTH SERVICE CORPS

2019-2020

CLASS TEACHER AT CANAAN LAND INTERNATIONAL SCHOOL, AWAKA PHASE 2 RUMUDOMAYA, PORT HARCOURT, RIVERS STATE.

- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning
- Provide individualized instruction to each student by promoting interactive learning Creates and distribute educational content (notes, summaries, assignments etc).
- Evaluating student's performance.

UNITED BANK FOR AFRICA (UBA)

2020-2022

CUSTOMER SERVICE SUPPORT

- Answering questions about company's products or services
- Processing orders and transactions
- Delivering information about company's offerings
- Providing proactive customer outreach
- Handling customer complaints
- Collecting and analyzing customer feedback.

FIRST CITY MONUMENT BANK (FCMB)

2022-2023

LOAN OFFICER

- Responsible for giving introducing and processing loan facility product to customers in the federal government, state government and local government.
- responsible for opening of both savings and current accounts for customers.
- Listen to customers queries and liaise it with the customer service department.

SKILLS AND PROFFICCIENCY

- Great leadership, organizational and analytical skills
- Proactive and ambitious
- Good technical writing and presentation ability
- Proficiency in the use of Microsoft office and internet Ability to handle equipment and tools at work.

STRENGTHS

- High level of integrity
- Quick to understand and innovative
- Result oriented with strong initiative
- Unique combination of creativity and analytical skills with detail orientation.
- Matured team playing ability
- Friendly, enthusiastic and persuasive in problem solving situations.
- Easy adaptability and willingness to learn
- Excellent communication skills, confidence and a professional demeanor gained through extensive interactive with people, leadership and participating roles in work activities.
- Ability to work and achieve results with minimum supervision.

HOBBIES

Reading

Writing

Surfing the internet for new ideas

Cooking

REFERENCES

To be made available on request.