

Ezenwa Francis Ebuka

Lagos Nigeria

ebukafrancis741@gmail.com

+234 704 825 3405

Professional Summary

My name is Francis Ebuka, a Nigerian male born on February 11, 2005, single and currently residing in Ajegunle, Lagos. I hold a Senior Secondary Certificate Examination (SSCE) qualification and have experience working in a business center where I handled tasks such as typing, photocopying, scanning, printing, and laminating. I have also worked as an office assistant and sales executive, attending to customers, organizing documents, and assisting in day-to-day office duties. I am skilled in basic computer operations, customer service, time management, and team collaboration. I speak English fluently and am always eager to learn and improve. My phone number is 07048253405 and my email address is ebukafrancis741@gmail.com. I am from Anambra State and my Local Government Area is Ihiala LGA. I am hardworking, respectful, and ready to contribute positively to any organization that offers me an opportunity.

Personal Details

Currently Employed: No

Highest Level of Education: Senior Secondary

Industry: IT Operations & Helpdesk

NYSC Status: Not Applicable

Work Experience

Secretary

Private sector-Apapa, Lagos

March 2026 to Present

Managed incoming and outgoing correspondence (emails, letters, and phone calls).

Scheduled appointments, meetings, and maintained calendars.

Prepared, typed, and formatted documents, reports, and presentations.

Filed and organized both physical and electronic records.

Welcomed visitors and directed them appropriately.

Maintained office supplies and placed orders when necessary.

Recorded meeting minutes and distributed them to relevant staff.

Assisted with data entry and maintaining accurate records.

Coordinated office activities and supported daily administrative operations.

Handled confidential information with professionalism and discretion.

Office assistant

Crystal shears salon-Lekki

September 2025 to March 2026

Receiving and attending to visitors.

Answering phone calls and responding to emails.

Filing, organizing, and maintaining office documents.
Performing data entry and updating records.
Photocopying, printing, scanning, and binding documents.
Preparing letters, reports, and other office documents.
Managing office supplies and ensuring they are stocked.
Scheduling meetings and appointments.
Assisting with general administrative and clerical tasks.
Keeping the office clean, organized, and running smoothly.
Delivering and receiving documents within or outside the office when required.
Maintaining confidentiality of company information

Skills

Microsoft Word, Excel, PowerPoint, and Outlook
Good communication skills
Organizational and time management skills
Attention to detail
Customer service skills
Ability to multitask
Basic computer and data entry skills

Computer operator(business center

Deomnitec international-Lagos Nigeria
September 2022 to February 2025

Operated computer systems for typing, printing, scanning, and photocopying documents.
Handled data entry, document formatting, and internet services (emails, online registrations, etc.).
Assisted customers with applications, CV writing, photocopies, laminations, and online forms.
Maintained accurate records of daily transactions and provided excellent customer service.
Ensured smooth running of office equipment and supported general administrative tasks.

Education

Microsoft Office Desktop Applications (professional/vocational computer training certificate.)

Green Value Computer College-Lagos
February 2022 to September 2022

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Microsoft Access
CorelDRAW
Data Entry
Internet & Email

Senior Secondary Education (Science) (Ssce)

Ojora memorial Secondary school-Complex, Ajegunle Olodi apapa Lagos Nigeria

September 2015 to September 2021

Completed Senior Secondary School (SSCE). Skilled in Microsoft Word, Excel, PowerPoint, Access, CorelDRAW, and data entry. Good communication, organizational, and computer skills.

Skills

- Microsoft Word, Typing, Microsoft Excel, Data Entry, Document Formatting & Editing

Certifications and Licenses

Green value computer college (Certificate in Desktop Publishing)

September 2022 to Present

Completed intensive training in essential computer applications, including Microsoft Word, Excel, PowerPoint, Access, and CorelDRAW. Gained hands-on skills in document processing, data entry, presentations, database management, and graphic design. Trained in general computer operations, printing, and internet usage for business and office tasks.