FRANK SAMUEL

Myhoung Barracks, Yaba, Lagos | 09015303240

PROFESSIONAL PROFILE

A highly motivated and disciplined individual with a strong willingness to learn, grow and excel professionally. Capable of handling multiple tasks efficiently within tight deadlines, carrying out routine administrative responsibilities and working effectively towards set targets. Possesses excellent communication and interpersonal skills, a positive attitude and a strong sense of responsibility, with the ability to contribute meaningfully to organisational goals.

WORK EXPERIENCE

Data Guard Ltd — Data Entry Assistant | 2024

• Entered and maintained information accurately, demonstrating attention to detail and responsibility.

• Used basic computer applications to process information and support daily administrative operations.

• Assisted with routine office tasks and completed assigned responsibilities within expected deadlines.

• Followed instructions carefully and supported the smooth running of daily operations.

• Built record-keeping and organisational skills relevant to sales documentation and reporting.

Somglobal Cyber Café — Typist | 2023

• Provided typing, document preparation, and basic computer services to customers.

• Communicated with customers to understand their needs and provide appropriate assistance.

• Handled customer requests professionally and worked to complete tasks within agreed timelines.

• Managed multiple assignments while maintaining accuracy and attention to detail.

• Developed customer service, communication, and problem-solving skills through daily interactions.

EDUCATION

Ordinary National Diploma (OND) in Computer Science — In Progress (2026)

JOSBEC College — Senior Secondary School Certificate (SSCE/WAEC), 2023

Aunty Faith Nursery and Primary School, Lagos — First School Leaving Certificate, 2017

CORE SKILLS

Customer service and communication • Interpersonal skills and relationship building • Data entry and record keeping • Microsoft Word and basic computer operations • Attention to detail and accuracy • Organisation and time management • Teamwork and willingness to learn • Administrative support and task completion

ADDITIONAL INFORMATION

Nationality: Nigerian State of Origin: Delta State

REFERENCES

Available upon request.