

IROKA JOSEPH CHUKWUNOYE Date of Birth: 9th June, 1993	Address:	15, Sefu Ota Road, Ibafo , Ogun State.
	Telephone:	08106013212, 09021113701
	Email:	joeydave24@gmail.com
Place of Birth	Lagos State	
Religion	Christian	
Nationality	Nigerian	
Next of Kin	Adeyemi Faith	
Marital Status	Single	
Native Place	Imo State	

OBJECTIVES

To optimally deliver my skills and knowledge, adding value to the corporate existence and growth of an organized conducive business environment where professionalism, initiative and competence are allowed to thrive amidst team work that will in turn lead to achieving managerial goals and career development.

PERSONAL PROFILE

Ardent learner, with the ability to work under pressure, work effectively as a team, analytical, problem solver, excellent interpersonal skills, self motivated fellow and a target oriented, having the ability to spot problems and get solutions. An enthusiastic and optimistic individual, very meticulous with details.

KEY COMPETENCIES AND SKILLS ON PROFESSIONALISM

- Experience of managing grievance and disciplinary procedures
- Able to develop, maintain and implement HR policies
- Keeping all company employees are informed of key employment and company issues

EDUCATIONAL BACKGROUNDS

B. A. in Philosophy	Ekiti State University Iworoko, Ekiti State	2017 – 2021
Senior School Certificate Examination (SSCE)	Christower Secondary School Ibafo, Ogun State	2006 – 2010
Junior School Certificate Examination (JSCE)	Stockbridge College Odunsi, Bariga, Lagos State	2004 – 2006
First School Leaving Certificate (FSLC)	Queens Heritage Nur./Pri. Sch. Bariga, Lagos State.	1998 – 2004

WORKING EXPERIENCE

Quanlee Overseas Warehouse Position: Admin Assistant	2024 – date
BHN Logistics (MCPL) Position: IT Support	2022 – 2024
Blooms Microfinance Position: Admin Assistant	2020 – 2022
Vivid Concept & Crystal Imagination, Utako, Abuja Position: Admin Assistant	2013 – 2016

SOFT SKILLS

- Self disciplined
- Good Communication
- Honesty & Integrity
- Motivated team members to achieve organizational goal

LANGUAGE PROFICIENCY

Can read, write and speak Igbo, Yoruba and English excellently

INTEREST :

Driving, Travelling & Reading, Meeting people

LEADERSHIP ROLE

Kings Gate Global Church Head of Media	2020 – date
Ekiti State University, Ekiti State Faculty Honourable Student Union Senator	2019 – 2020

REFEREES

- **Engr. Bright**
Head of Operations
Merit Telecommunication
F.C.T, Abuja
Tel: 08067436103
- **Dr. Bethel**
Clergy
Christian Pentecostal Mission
(CPM)
Bariga, Lagos State
Tel: 08061630817
- **Mr. Kayode**
Head of Sales
Emel, Isolo, Lagos State
Tel: 08077745225