



Stephen A Simon

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a graduate with full of energy and excellent educational record, and very keen to put my administrative and clerical acumen to effectively manage offices operations. I also posses

- Well-versed in performing necessary clerical functions; reception, filing, mail management, typing, maintaining schedules and travels, and managing calendars and diary
- Skilled in using a variety of office software such as Microsoft Word, Excel, PowerPoint, Access and Quick-books
- Strong ability to follow instructions, learn new tasks and computer applications with confidence and ease
- Perfect attention to detail and a proven ability to accomplish designated tasks speedily and professionally
- Exceptional verbal and written communication skills
- Profound customer service abilities

| | |
|-------------------------|------------------------------------|
| Preferred occupation | Secretaries Administrative jobs |
| | Teachers Teaching jobs |
| Preferred work location | East London Eastern Cape |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1989-08-24 (34 years old) |
| Gender | Male |
| Residential location | Virginia Free State |
| Telephone number | <i>Information is available only for registered users.</i> |

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Email address

Information is available only for registered users.

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Work experience

Working period **nuo 2013.01 iki dabar**
Company name Bureau de' kreativity Gallery of Arts
You were working at: Administrators
Occupation Visual Artist
What you did at this job position? Admin Officer/Gallery Curator

Education

Educational period **nuo 2007.02 iki 2012.08**
Degree Degree
Educational institution University of Maiduguri
Educational qualification Bachelor of Arts

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |

Computer knowledge

Competencies/ Computer Skills

*Proficiency in Microsoft office, Corel Draw, Adobe Photoshop, HTML, CSS and Java Script.

*Efficient use of the Internet {for research, emailing, etc

*Well Conversant in Communication, Coordination with analytical and Interpersonal Skills

Recommendations

Contact person Racheal Stephen
Occupation Tourist/ Cheif admin. officer
Company Nigerian Tourism Development Corporation
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Email address rachyedeki@yahoo.com

Additional information

Your hobbies *Reading and Playing Basketball
Driver licenses None
Salary you wish 10000 R per month