



# 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 (35 years old)
Gender	Male
Residential location	Virginia Free State
Telephone number	<i>Information is available only for registered users.</i>

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

### Work experience

Working period **nuo 2013.01 iki dabar**  
Company name Bureau de' kreativitiy 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  
Telephone number +2348033174643  
Email address rachyedeki@yahoo.com

### Additional information

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