



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>

[Sign in](#)

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' kreativty 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