



MICHEAL EJIMOFOR

Experience: 2 years | **Available:** Immediately | **Location:** Lagos

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ABOUT ME



I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge.am adaptable to all challenging situations,I am able to work well both in a team environment as well as using own initiative. Possess excellent communication skills and have an eye for details.

My skill sets ;

Communication ,team work,problem solving, adaptability,creativity, work ethics,interpersonal skills,time management,attention to details and leadership

WORK EXPERIENCE



OFFICE OF CIVIC ENGAGEMENT

Entry level | Work Assistance

Lagos , Nigeria

2020-02-01 | 2020-11-01

Banking assistance, filling and filing of documents..Recording of receipts/incoming and outgoing..

JK MUSICALS

Entry level | Operations manager

Lagos , Nigeria

2017-12-01 | 2018-03-01

I was the first point of contact to the business, introduce customers to the business, what it stands for and filing in new client.

Likas pharmaceuticals

Management level | Accountant

2016-08-01 | 2017-07-01
Lagos , Nigeria

Prepared and examined financial records and also maintained accurate records,oversee the daily operations of the business from cash receipts,disbursements and stock takings ,placing order for inventories and business report..

Federal Airport Authorities of Nigeria

Entry level | Accountant Assistance

Lagos , Nigeria

2016-01-01 | 2016-04-01

Keeping records and data necessary for day to day operations and taking entries.

EDUCATION



LADOKE AKINTOLA UNIVERSITY OF TECHNOLOGY

Degree | Bsc

NEWBREED COLLEGE

High School (S.S.C.E) | WEST AFRICA SENIOR SECONDARY SCHOOL CERTIFICATE

JOB SKILLS



Adaptability

Attention to details

Collaboration

Communication

Creativity

Adaptability

Attention to details

Collaboration

Communication

Creativity

LANGUAGE SKILLS



English

Yoruba

Igbo

ASSOCIATIONS



SUSTAINABLE DEVELOPMENT GOALS (SDG): Development knowledge facilitator (DKF)

CERTIFICATES & AWARDS



Advance desktop publishing : Certificate | 2010

Up-solutions Resources : Certificate | 2016

NYSC: Certificate | 2020

Social media strategists : Certificate | 2021

Digital marketing: Certificate | 2022