



## EXAMPLE CV

(FULL NAME)

### CONTACT DETAILS

8 Example Crescent, Gbagada, Lagos, Nigeria | 0801234567 | example.work@gmail.com

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### BIO DATA

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| Date of Birth | Gender |
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### EXAMPLE SUMMARY

I am a detail-oriented operations and administrations professional with over 7 years local and international experience directing and managing operations to ensure growth and long-term strategic objectives are set in accordance with a sound organizational strategy.

I have a Proven ability to build motivated and high performing teams through effective leadership, vision, and analytical thinking to ensure maximization of added-value opportunities.

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### EXAMPLE EXPERIENCE

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| Company   Location | Role | Date |
|--------------------|------|------|
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#### Responsibilities:

- Manages a team of professionals to implement financial, administrative and operational policies and initiatives to ensure growth as a going concern.
- Ensures the smooth running of the office through human capital, equipment and logistics management
- Influences high level administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Oversees the Human Resources function.

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### EXAMPLE EDUCATION

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| Master of Business Administration (MBA)<br>2015 |
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University of South Wales

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| Master of Management (MSC)<br>2010 |
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University of South Wales



**Bachelor of Business Administration (BBA)**  
**2008**

University of Abuja

**West African Examinations Council**  
**2002**

NNSS OJO, Lagos

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**EXAMPLE QUALIFICATIONS**

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Professional Certificate in Human Resource Management  
**2015**

Lagos

PRINCE2 Project Management Foundation Certificate  
**2011**

London