

DAVID NNAMDI

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OBJECTIVES:

To contribute positively to the organization and accomplishing organizational goals through teamwork.

PERSONAL INFORMATION

Date of Birth: 6th April 2000
State of Origin: Abia
L.G.A: Bende
Nationality: Nigerian
Marital Status: Single
Language Spoken: Igbo, English

EDUCATIONAL QUALIFICATIONS

- **Methodist College Uzuakoli, Abia State** 2009-2015
Secondary School Certificate Examination (SSCE)
- **Toyron Nursery and Primary School, Surulere, Lagos State** 2003-2009
First School Leaving Certificate (FSLC)

WORK EXPERIENCE

- Bekee Computer Services** 2020-2021
Computer Operator/ Sales Representative
- Aided the core team as an office assistant in documentation, filing and office management.
 - Supported the customer service unit by responding to customers' queries and helped to sustain customer loyalty and retention.
 - Prioritized efficiency as a front-desk officer leading to increased patronage and customer base.
- Women's Wing, Christian Association of Nigeria (WOWICAN)** 2020
Office Assistant
- Assisted the secretary to keep files, type and dispatch letters for scheduled events.

Browse with God**2018-2019**

Computer Operator/ Sales Representative

E-TECH Computers**2017-2018**

Computer Operator/ Sales Representative

SKILLS

- Basic knowledge in Python programming language, HTML and CSS for web and web app development.
- Ability to work with little or no supervision
- Good communication skills
- Ability to adapt quickly to ICT related workspaces
- Fast learner
- Proficient in Ms-Word

HOBBIES

Listening to Music.

REFFEREES

Available on Request