



PI

**PROMISE IMAFIDON**

**PHOTOGRAPHER**

## CONTACT

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**19/06/2023**

Dear Hiring Manager,

I am writing to express my sincere interest in the photographer position at your esteemed company. With a solid background in photography and a range of relevant skills, I believe I can make a significant contribution to your team.

Having worked as a photographer at Brivic Studio, I have gained valuable experience in capturing stunning images, understanding client needs, and delivering exceptional results. My portfolio showcases my versatility in various genres, including portrait, event, and product photography.

Furthermore, I have continually invested in my professional development. In 2018, I completed a basic ICT course, equipping me with a strong foundation in technology and digital tools. Additionally, I obtained an Excel Skill Certificate from Macquarie University, demonstrating my proficiency in data management and analysis. Moreover, I earned a customer service certificate from Knowledge Accelerator, emphasizing my commitment to providing outstanding service to clients.

Combining my certifications with my hands-on experience, I am confident in my ability to contribute effectively and work efficiently in your company. I possess a keen eye for detail, excellent interpersonal skills, and a passion for exceeding expectations.

Thank you for considering my application. I am eager to bring my expertise and dedication to your team and look forward to discussing how my skills align with your company's vision.

Yours sincerely,  
Promise Imafidon



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## PROFILE SUMMARY

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Experienced Office Management Assistant with strong organizational and administrative skills. Proficient in managing calendars, coordinating meetings, and handling correspondence. Skilled in document management, data entry, and maintaining office systems. Excellent communication and problem-solving abilities. A detail-oriented professional dedicated to ensuring efficient office operations.

## EDUCATION

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**HIGH SCHOOL • JUNE 2018 •  
ESTEEM SECONDARY SCHOOL,  
NIGERIA**

## CERTIFICATE OF AWARD

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**IT COURSE • DEC 2018 • DSTVEB,  
NIGERIA**

**EXCEL SKILLS FOR BUSINESS •  
MAR 2023 • MACQUARIE  
UNIVERSITY**

**CUSTOMER SERVICE  
FUNDATMENTAL • JUNE 2023 •  
KNOWLEDGE ACCELERATORS**

## WORK EXPERIENCE

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**OFFICE MANAGEMENT ASSISTANT • DSTVEB, NIGERIA • JAN  
2019 • APR 2020**

- Maintaining and organizing office records, files, and documents. This may involve data entry, filing, and retrieving information as needed.
- Ensuring the office environment is clean, organized, and well-maintained both indoors and outdoors. This may include managing office supplies, equipment, and facilities.
- Assisting with data entry, data analysis, and generating reports using software applications such as spreadsheets and databases.
- Assisting with other miscellaneous tasks and projects as assigned by supervisors or managers.

**PHOTOGRAPHY • BRIVIC STUDIO, NIGERIA • JUN 2020 • AUG  
2021**

- Taking high-quality photographs using various techniques, equipment, and settings.
- Maintaining and managing photography equipment, ensuring proper functioning and cleanliness.
- Interacting with clients to understand their specific photography needs and providing guidance on poses, locations, and concepts.
- Participating in marketing activities to promote services, such as creating online portfolios, updating social media profiles, and attending networking events.

## PASSPORT DETAILS

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**NATIONALITY: NIGERIA**  
**VISA STATUS: EMPLOYMENT VISA**  
**MARTIAL STATUS: SINGLE**

**PASSPORT NO: A12002543**  
**DATE OF ISSUE: 04/08/2021**  
**DATE OF EXPIRY: 03/08/2026**

**GENERAL ASSISTANT • EMIRATE FLIGHT CATERING, DUBAI •**  
**NOV 2021 • PRESENT**

- Supporting the production line by assembling meal trays, packing food items, and ensuring accurate portioning and presentation.
- Cleaning and sanitizing work areas, utensils, and equipment regularly to ensure compliance with food safety standards.
- Following proper food handling and sanitation procedures to maintain a clean and safe working environment, including practicing good personal hygiene.
- Assisting with the preparation and assembly of food items according to established recipes, portion sizes, and quality standards.

## SKILLS

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- **Administrative Skills**
- **Attention to Detail**
- **Customer Service**
- **Teamwork**
- **Communication**
- **Problem-Solving**
- **Physical Stamina**

## TECHNICAL SKILL

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- **Microsoft Excel**
- **Microsoft Word**
- **Microsoft Access**
- **Microsoft Power Point**
- **Adobe Photoshop**
- **Corel Drawl**
- **Visual Studio**

## DECLARATION

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I hereby state that the above-mentioned statement made are true to the best of my knowledge and belief.