

David Egong David

+234 810 306 6641 • Calabar, Nigeria 540211 • egongdavid41@gmail.com

• D.O.B: July. 7, 1996

OFFICE & ADMINISTRATIVE ASSISTANT

CAREER OBJECTIVES

- Seeking an opportunity for a challenging position in a reputable organization where I can make the best of my potentials and contribute to the Organization's growth.

My purposeful dedication and value mindset could make me a great addition to your Team.

WORK EXPERIENCE

Monty Suites Hotel - Calabar, Nigeria

2019 - 2021

Hospitality & Accommodations Company

- Junior Stores Officer

Responsibilities Handled:

- Confirmation of stock quantities delivered to the Stores department
- Taking, keeping and updating inventory records (manually and computerized)
- Stocking materials in the stores in a systematic way.
- Collaborating with other departments to disburse the required stock materials to be used for production and general operations

Cross River Geographic and Information Agency (CRGIA) - Calabar, Nigeria

2022

Government Parastatal

- Industrial Training Support Staff

Responsible for:

- Filing and maintenance of landed properties records
- Sorting, classifying and filing correspondences from the public
- Dispatch of documents to Ministries, Departments and Agencies (MDAs)

VOLUNTEER WORK

English West Africa Administration - Calabar, Nigeria
Non-Profit Organization

2021 - PRESENT

- Mailing Packaging Assistant
- Stock Count Assistant

Responsible for:

- Assisting in taking, keeping and updating inventory records (manually)
- Stocking inventory materials in the stores in a systematic way.
- Packaging study lessons for dispatch to members

EDUCATION

University of Calabar - Calabar, Nigeria
Bachelor of Science Environmental Protection And
Resources Management,

October 2023

TECHNICAL SKILLS

- Writing
- Excellent communication skills
- Creative thinking, decision making and problem solving

SOFT SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)

LANGUAGE COMPETENCIES

- English: native language - fluent (speaking, reading, writing)

REFEREE(s)

- Available on request