

JACKSON MOSES CHIKEZIE

Address: 10 Adediran street,Oke-itunu,Mokola, Ibadan.

Contact: +2347038297834

LinkedIn I.D.: Moses Jackson.

Sex: Male

Email: jacksonmoses111@gmail.com

OBJECTIVE:

I'm a young man who is self motivated, a confident person who relishes challenges.

My greatest skill is my analytic skill and I am seeking employment in a vision driven

organization to demonstrate my administrative and managerial capabilities in

order to achieve mutual growth for such organisation and myself in career path.

EDUCATION:

2010 – 2015 **(Bachelor of Arts in Philosophy) Obafemi Awolowo University, Ile-Ife, Osun State, Nigeria.**

GPA: 3.89 out of 5.0, Second Class (Upper Division)

Extracurricular Activity

Won the first edition of the H.O.D inter-levels football competition with my class as the Football Manager/ Coach.

2001 – 2007 Community Grammar School, Mokola, Ibadan, Oyo State,Nigeria

Honour: Senior Prefect

1995 – 2001 New Eden Model Primary School, Oremeji, Mokola, Ibadan, Oyo State, Nigeria

Honour: Senior Prefect

KEY SKILLS:

Analytical Skill

My discipline (Philosophy) particularly has helped a great deal in sharpening my ability to focus on details before making decisions and this has over time yielded positive results that can be referred to.

Interpersonal Skill

Having flare for talking to people given my outspoken nature has helped on many occasion by achieving results with “team” of people by the virtue of my ability to bring people together and work with them objectively.

Confidentiality Skill

Keeping people’s profile and opinion as secrets has been very easy for me and this has made me gain the trust of people around me which in turn has built my wealth of human life experiences.

Learning Skill

I am a fast learner, a self starter to the core and this has helped in my academics and non-academics endeavours so far having been performing well above average.

Microsoft/ Office Tool Skill

Basically, I can use MS word, electronic mail and I have little computer appreciation knowledge as well as basic ICT Knowledge for a workplace.

INTERESTS:

Writing, engaging in enriching discussions, Sports (Football), Knowing new places and things, enquiring into the unknown.

PROFESSIONAL QUALIFICATION:

2016	Employability Skills Academy Certification Training
2017	National Youth service Corp (NYSC) programme certificate.

EMPLOYMENT HISTORY:**Abidat Nigeria Company Ltd, Ibadan. (Administrative Assistant)**

Submission of applications for Certificate of Incorporation and delivering of Certificates of Incorporation on time to clients (Organizations) on behalf of the C.E.O (Insurance Broker)

Ensured Proof of Insurance, Insurance Policy and necessary documents from Insurance Companies (NIICO) as well as Tax Clearance Documents from FIRS are delivered effortlessly on time to Clients.

Clerical and secretarial duties were performed efficiently.

REFEREES:

Available on request...