

Dickson Sunday Abi

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Lagos State.

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Objective

My objective is to be a member of a workforce and I am a dedicated, meticulous and analytic individual; I work to ensure that resources are put to best use toward achieving the corporate goals of an organization as well as achieving greatness. I have the ability to work in a team with effective communication and interpersonal skills.

Expertise/Personal Attributes

- ✦ Good human relations and positive managerial attributes.
- ✦ Excellent communication skills.
- ✦ Management and coordination of multiple tasks.
- ✦ Problems Solving.
- ✦ Innovative ideas that can aid growth at my work place.
- ✦ Ability to work under little or no supervision.
- ✦ As a resource person, getting material to aid my work and ensure productivity has been an easy task.
- ✦ IT - Microsoft Word, Excel, PowerPoint.

Education

B.Ed Educational Management

December 2015

Lagos State University, Lagos, Nigeria.

West Africa Secondary School Certificate

June 2005

Ogudu Model College, Ogudu, Lagos Nigeria

Employment History

National Youth Service Corps (NYSC).

January 2017 - December 2017

Kargo Secondary School, Jigawa State (Teacher)

Responsibilities:

- ✦ Instruct through lectures, discussions, and demonstrations in subject assigned.

- ✦ Monitoring and assessment of students' progress and potentials.
- ✦ Classroom and student management.
- ✦ Prepare materials and classrooms for class activities.
- ✦ Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- ✦ Prepare, administer, and grade tests and assignments to evaluate students' progress.

Joel Multimedia Studio, Lagos Nigeria.

February 2004 - December 2016

Media Assistant to the managing director

Responsibilities:

- ✦ Technical assessment of the site for an event in advance.
- ✦ Ensure company's policies are followed by staff and apprentices.
- ✦ Checking for vehicle access, power and communications facilities.
- ✦ Rent good equipment needed for events.
- ✦ Take passport photograph and pictures of clients when required
- ✦ Ensure proper coordination of the office especially during peak periods/festive periods.
- ✦ Prepare and check the set or location and make sure that all equipment is available, clean and working.

Kunyun plate making Nig. Plc, Lagos, Nigeria.

May 2006 – October 2011

Supervisor

Responsibilities:

- ✦ Constantly supervise duties of staff.
- ✦ Proper coordination and organisation of duties.
- ✦ Ensure easy and free flow of work.
- ✦ Settlement of disputes among staff when the need arises.
- ✦ Ensure a good and conducive work environment for staff.
- ✦ Week preparation of report to superior regarding the progress of work.

Interests

- ✦ Being friendly; Meeting people, positive influence, and knowing their views on various matters.
- ✦ Reading.
- ✦ Music and sports.

REFEREES:

Available on request.