



MGBADIGHA, CHINAZO FRANCIS.

ADMINISTRATIVE ROLE.

PROFILE & CAREER OBJECTIVE



A result-driven individual who is ready to work in an enabling or motivating environment that provides the opportunity to learn new skills for self-systematic development in a career and also to put the best of my abilities and skills in a highly powered organization that is committed to growth and development.

EXPERIENCE

PROGRAMMING— TECH ACADEMY SANGOTEDO AJAH

2022-till date

Accomplishment:

- Learnt website design using Wordpress
- Programming such as HTML, CSS, Bootstrap, JavaScript, React
- Learnt how to run ads on Instagram and Facebook.

MANAGER— GLOBAL INN AND RESORT BADORE AJAH

2021-2022

Accomplishment:

PERSONAL DETAILS

Address: Greenville Estate, Badore Ajah.

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Frankfranzor798@gmail.com
francis1chinazor@gmail.com

BIOGRAPHY

Sex/Status:
Male/Single

D.O.B:
April 29

Nationality:
Nigerian

PROFESSIONAL SKILLS

Proficiency in MS Office



Communication Skills



Administrative Skills



Resource Management



CORE COMPETENCIES

- COMPUTER PROFICIENCY
- PASSIONATE LEARNER
- MULTI TASKING SKILLS
- ADAPTABILITY

- Oversees team members in every department to ensure good daily performance
- Introduced an excellent strategy that increased sales to 30%
- I managed conflicts among difficult client's
- Made new decisions like assigning duties to fit the staff's strength.

SUPERVISOR— BEST SAVER SUPERMARKET AJAH 2021

Accomplishment:

- Responsible for managing the supermarket
- I also created schedules for every department
- The owner lives abroad so I was in charge of the training staff and supervising and duly report to her every day
- Negotiating and buying of goods from suppliers

MACHINE ATTENDANT/ MANAGER — DESTAR HOTEL(KOSIKRAT CASINO/VENTURE SLOT MACHINES) ASABA 2019- 2021

Accomplishment:

- Circulated among gaming tables to ensure that operations are conducted properly, that dealers follow house rules, and that players are not cheating.
- Directed the distribution of complimentary hotel rooms, meals, and other discounts or free items given to players based on their length of play and betting totals.
- Directed workers compiling summary sheets that show wager amounts and payoffs for races and events.
- Established policies on issues such as the type of gambling offered and the odds, the extension of credit, and the serving of food and beverages.

- COMMUNICATION SKILLS
- FAST LEARNING
- RESULT- ORIENTED.

HOBBIES

- SPORTS
- TRAVELING
- SEEING MOVIES
- READING

REFEREES

*Available on request

- Maintained familiarity with all games used at a facility, as well as strategies and tricks employed in those games.
- Monitored credit extended to players.
- Monitored staffing levels to ensure that games and tables are adequately staffed for each shift, arranging for staff rotations and breaks, and locating substitute employees as necessary.
- Prepared work schedules and station assignments, and keep attendance records.
- Resolved customer complaints regarding problems such as payout errors.
- Reviewed operational expenses, budget estimates, betting accounts, and collection reports for accuracy.

STORE KEEPER— CHILIS FOOD ANAMBRA 2015-2017

Accomplishment:

- Assisted in making pastries and cakes and loaves.
- Maintained receipts, records, and withdrawals of the stockroom
- Received, unloaded, and shelved supplies
- Performed other stock-related duties, including assisting, packing, pricing, and labeling supplies
- Inspected deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping

PERSONAL ASSISTANT— MAYGREEN COMPUTER CENTRE ANAMBRA 2014-2015

Accomplishment:

Performed office administration and clerical duties. Operated telephone switchboard and answer and transfer calls. Respond to client's questions professionally and courteously. Sort and distribute incoming mails and handle outgoing mails. Place outgoing calls and conference calls as needed.

- Assisted customers when they have trouble or questions using computer softwares such as Microsoft Office, Adobe softwares and all softwares that are being used in the cyber cafe.
- Provided services such as typing, encoding, printing, photocopying, downloading and all other operations provided by the cafe.
- Maintained and helped installed software.
- Troubleshooted different kinds of computer programs, hardwares and softwares.
- Provided excellent customer care.
- Maintained cleanliness and orderliness of the place.
- Kept accurate records of logs and inventories of the shop.
- Timed customers of the number of minutes or hours they will use the computer or internet.



EDUCATION

BACHELOR ART DEGREE

Philosophy—Claretian School of Philosophy Imo State—2018-2021

Library and Information Science(Diploma)—Delta State University Abraka
2015-2017

GENERAL O' LEVELS (WASSCE)

St. Felix Seminary School Ejeme Aniogor Delta— 2007-2014

FIRST SCHOOL LEAVING CERTIFICATE

Climax International School Oraifite—2000-2006