

Curriculum Vitae

Daniel Ojonelu, AKPALA

Ankeemda Global Limited AGL / CSAN Suite C2, Ground Floor, Nigeria Legion House (International Head Quarters), No.9, Kauda Manoda Close, Opposite United Bank for African (UBA), Area3, Garki District, Abuja.

Y4B Patrick Fluret St, SunnyVale Homes, Lokogoma, FCT Abuja.

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PERSONAL DATA:

Names:	-	Daniel Ojonelu AKPALA
Date of Birth:	-	February 7, 1992
State/Local Govt:	-	Delta / Oshimili North
Marital Status:	-	Single
Nationality:	-	Nigerian

ACADEMIC QUALIFICATION

B.Sc Mass Communication and Media Technology	-	2018
(Lead city University Ibadan, Oyo State)		
Diploma in Mass Communication and Media Technology	-	2014
(Lead city University Ibadan, Oyo State)		

West African Senior School Certificate (WAEC) - **2011 (7C)**

(Federal Government Boys' College Garki, Abuja). - Senior Sec.

Junior West African School Certificate

(Community Secondary School Asokoro, Abuja). - Junior Sec.

First School leaving Certificate (FSLC) - **2005-2012**

(Matter Mesericodia Nur & Pri. School, Nyanya Abuja).

EMPLOYMENT HISTORY

A.

Period: November 2020 – Jan 2022

Organization: SaraJohn Nig Ltd – Travels and Tours

Department(s): Business Development Dept., Ticket reservation Dept.

Position(s): Business Development Assistant, Travel Consultant, Team Lead
Reservation Dept.

Job Function(s):

- Attend to all travel reservation request
- Manage/Developed all existing business in the company
- Coordinate all travel logistics locally and internationally
- Supervision of all staff members in the Organization: prepare salary payment slip
- Provide training for new staff
- Ticketing and Reservation Supervision
- Increase sales by 20% over 1yr period
- Strong attention to details and unparalleled work ethics
- Professional travel adviser

- Exceptional interpersonal and communication skills
- Conduct in house training for new ticketing staff
- Back up staff to the Managing Director
- Conduct in house training for all staff Regularly

B.

Period: November 2018 – November 2019

Purpose: National Youth Service Corp (NYSC)

Organization: Federal Inland Revenue Service (FIRS)

Department: Federal Engagement & Enlightening Tax Team (FEETT)

Position: EETT Officer

Job Function: (Field Officer). Engaging and enlightening the general public on tax.

C.

Period: May 2017- September 2017

Purpose: Industrial Training/Attachment (IT)

Organization: Federal Capital Territory Administration (FCTA)

Department: Office of the FCT Minister

Position Held: Media Assistance

Job Functions:

- (i) Media Supervisor
- (ii) Speech Editing
- (iii) Media Coverage/Events.

D.

Period: January 2013 – Sept 2015

Purpose: Part time job

Organization: Conference Support Association of Nigeria (CSAN)

Department: Front Desk Officer

Position Held: Secretary

Job Function: Receiving visitors and attending to their needs.

Training Attended

- (1) Certified Master Trainer, Hospitality Industry Master Trainer *by Institute for Tourism Professionals of Nigeria* - 2021
- (2) Management Workshop for Clerical Officers working in private organizations conducted *by International Management Corporation, South Africa (ICMC)* - 2015
- (3) Effective Time Management conducted *by Conference Support Associates Nigeria (CSAN) trainers, Nigeria.*

Association Membership

Nigeria Association of Administrative Professionals (NAAP)

Institute for Tourism Professionals of Nigeria (ITPN)

INTEREST AND ACTIVITIES

Research, Marketing and Client Services, Computer Literacy and Administrative Duties

Skills

1. Fast learning skills. Good interpersonal, communication and presentation skills, Ability to hand multiply tasks responsibility.
2. Good with Microsoft Word, Power Point, Excel and Corel Draw.
3. Information gathering and quick response to situations

LANGUAGES

English, Igalla

Hobbies

1. Interacting and information gathering
2. Swimming
3. Reading
4. Football

Referees:

(1)Mr. Emmanuel Odiedi

Financial Analyst
Office of the Financial Controller
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Cell:

(2)Deacon Alexander Kamalu

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