
BASSEY, JOHN EMMANUEL

9 St Ignatius Afowa Crescent, Off Airport Road, Lugbe, Abuja.

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G.S.M: **08114111173/09165364999**

I am highly creative, organized, and detail-oriented professional with experience in project management, administrative support, and virtual assistance. I am skilled in creating visually impactful designs that enhance brand presence. I have proven ability to deliver exceptional support both independently and collaboratively, ensuring smooth operations and contributing to organizational growth.

SKILLS

- Excellent communication and interpersonal skills
 - Strong analytical and critical thinking abilities
 - Report writing and documentation
 - Computer literacy and proficiency in office tools
 - Public speaking and presentation
 - Administrative and organizational skills
 - Effective collaboration and problem-solving
 - Data Analytics skills
 - Ability to work independently and in team settings
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EDUCATION

- **University of Benin, Benin City, Edo State**

Bachelor of Science in Industrial Mathematics

- **Divine Wisdom Educational Institute, Benin City, Edo state**

Secondary School Leaving Certificate

- **Ebe Foundation Group of Schools, Benin City, Edo State**

Primary School Leaving Certificate

PROFESSIONAL CERTIFICATION AND TRAININGS

- National Youth Service Corp.2024
 - Business Management Professional from Linkon Net Technologies Ltd, Abuja. 2024
 - Information Security Management from Linkon Net Technologies Ltd, Abuja. 2024
 - Cyber Security from Linkon Net Technologies Ltd, Abuja. 2024
 - Human Resources Management from Exford Global Consult Ltd, Abuja. 2024
 - Project Management Professional from Exford Global Consult Ltd, Abuja. 2024
 - Diploma in Operations Management (Ops) from Alison. 2023
 - Basics of Digital Marketing from Athena Global Education. 2024
 - Graphic Design Professional (Corel Draw, Photoshop & Photo paint). 2024
 - General Health Safety & Environment (GHSE 1&2) from Exford Global Consult Ltd, Abuja. 2024
 - Customer Service & Relationship Management (CSRM) from Exford Global Consult Ltd, Abuja. 2024
 - Health Safety & Environment (HSE Level 3) from Exford Global Consult Ltd, Abuja. 2024
 - Data Analytics from Linked Learning. 2024
 - Data Analytics from SkillAhead Academy 2025
 - Workplace Hazardous Materials Information System (WHMIS) from AixSafety. 2025
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WORK EXPERIENCE

➤ **Employer: Federal University of Technology, Babura.**
Role: Administrative Assistant

Duties

- Provide secretarial and administrative support to the Pro-Chancellor & Chairman Governing Council
- Manage office files, records, and departmental work tools
- Document memos and planned meeting schedules and itineraries
- Assist with general office duties

- **Employer: NIGERIAN AIRSPACE MANAGEMENT AGENCY**
Role: National Youth Service Corp Member 2023 - 2024
- Duties**
- Performed secretarial duties and acted as Administrative/Personal Assistant to the TA-Director of Air Traffic Services
 - Managed office files, records, and departmental equipment
 - Documented memos and assisted with office tasks
- **Employer: Iamjeb Enterprises Ltd**
Role: Manager 2021 - 2023
- Oversee the day-to-day operations of the company
 - Assign workers to various sites and duties
 - Manage company facilities and equipment
- **Employer: Grandeur High School**
Role: Administrator (Education) 2016 - 2017
- Duties**
- Managed school timetables, student welfare, and teacher schedules
 - Coordinated staff recruitment
 - Acted as liaison between staff, parents, and School management
- **Employer: Grandeur High School**
Role: Teacher (Mathematics & Physics) 2010 - 2017
- Duties**
- Taught senior secondary school students
 - Prepared learning materials and competitive activity preparations

➤ **Personal Qualities**

- Punctual
- Selfless
- Trustworthy

➤ **Hobbies & Interests**

- Listening to music
 - Research
 - Reading
 - Surfing the internet
 - Photography
 - Playing and watching football
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REFERENCE

Available on Request.