

CURRICULUM VITAE

PERSONAL DATA

Name: JAMES MICHAEL MONDAY
Date of Birth: 28th November, 1978
Sex: Male
Marital Status: Married
State of Origin: Akwa Ibom
Nationality: Nigerian
Contact Address: 5, Madam Taiwo Oyefeso, Off Fajebe Street Ikene Ogun State.
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EDUCATIONAL DATA

Olabisi Onabanjo University. Ago-Iwoye, Ogun State
B.SC TRANSPORT AND PLANNING MANAGEMENT (SOCIAL SCIENCE) 2003-2009

Sylvanus Catering Training School
DIPLOMA IN CATERING, HOME AND HOTEL MANAGEMENT 1996-1998

West African People's Institute (WAPI), Cross River State
SECONDARY SCHOOL LEAVING CERTIFICATE 1991-1996

Government Primary School, Inen Ikot Esien
Oruk Anam Local Government Area, Akwa Ibom
FIRST SCHOOL LEAVING CERTIFICATE 1984-1990

OBJECTIVES

- Acquire Globally relevant skills and build on my experience as well as put my qualification into maximum usage.
- Seeking a challenging career, a position that could enable me to work in a multifunctional environment.
- To work in a place where I can express more of my creativity.

WORKING EXPERIENCE

Employer: cafeteria (Food Service Department)
Address: Babcock University Ilisan Remo, Ogun State.
Status: Food Analysis/Caterer
Duration: 2009 till date.
Responsibilities Preparation of meals for guest, student and costumers
➤ Recommending meals for some of the guest and customers pending on the situation
➤ Introducing formulars for appetizing / seasoning and meals.
➤ Preparing of medicinal meals.

Employer: Hotel Pillars International
Address: 57, Old Ewu Road, Mafoloku, Oshodi
Status: Service Officer
Duration: 2009
Responsibilities: Receiving and passing information needed at a point in time
➤ Circulating information to all unit for various purposes

Employer: Haansbro. A&P Food Company
Address: 7, Eric Carr Street, Ikeja
Status: Quality Control
Duration: 2008-2009
Responsibilities: Assessment of all materials ordered for production.
➤ Assessment of production produced for consumption.
➤ Assessment of quality of the material used for every production.
➤ Test the quality of product produced, if okay for consumption.
➤ Advice for improvement on every production produced.

Employer: RCN Networks Limited.
Address: 12C Oko – Awo Closs, Victoria Island, Lagos
Status: Senior Admin Officier
Duration: 2004 – 2008.
Responsibilities: Taking note and in charge of necessary materials needed for official uses.
➤ Approval of document in my possession.
➤ Assessment of any request document if needed urgently, for approval.

Employer: Radio Communication Nigeria Limited.
Address: 38, Concord Way Int'l Airport Road, Ikeja.
Status: Admin Assistant
Duration: 2001 – 2003
Responsibilities: Keeping proper record of all document up to date
➤ Delivered documents to other organization
➤ Issuing out memos for important activities in a organization.
➤ Disbursement of petty cast.
➤ Keeping record of vehicle document.
➤ Organizing seminars and training in the transport unit i.e. (Drivers/ Road users).

Employer: Mmemecs Venture Nigeria Limited.
Address: 6, Gbadamosi Close, Off Int'l Airport Road Ikeja Lagos
Status: P.A / Admin
Duration: 1998 – 2001.
Responsibilities: Ensure all incoming and outgoing document are forwarded to the managing director/Director's office for assessment, correction and advice.
➤ Ensure all cheques collected for the day (copies) are documented.
➤ Ensure all document for the day from different department are kept for recording purpose.
➤ Ensure that all application letters are filed for review purpose.
➤ Ensure that all companies' vehicles are properly maintained by the transport unit.
➤ All document of the vehicle should be updated as due

REFEREES:

PROFESSOR IHEANYICHUKWU, OKORO

DEPUTY VICE CHANCELLOR

BABCOCK UNIVERSITY

ILISAN REMO,

OGUN STATE

08039758660

A. M. MASAY

AREA CONTROLLER CUSTOM

OGUN STATE DIVISION

08038840717

DR. SAMSON ALALADE

H.O.D ACCOUNTING

BABCOCK UNIVERSITY

ILISAN REMO,

OGUN STATE

08031115063

MRS. GRACE A. BALOGUN

DIRECTOR FOOD SERVICES DEPARTMENT

BABCOCK UNIVERSITY

ILISAN REMO,

OGUN STATE

08034033372