**Samuel Ezeoke**

**Lambeth, London**

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**07487535534**

**Personal Profile**

A highly motivated and well organised individual who has a calm head and meticulous eye for detail, ensures that all duties are carried out to the highest standards and in allotted time frames.  Comfortable working collaboratively or independently with a focus on delivering quality support on a continuous basis. Possessing confidence and enthusiasm as well as having excellent communication and time management skills. Looking for an opportunity to enhance my level of communication, mathematical, computer and problem-solving skills.

**Key skills**

* Good communication skills.
* Teamwork.
* Good Numeracy skills.
* Proficient with Word, Excel and PowerPoint.
* Intermediate understanding of Python
* basic understanding of Pandas, Java.
* IT competent.
* Customer facing experience.

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| **Work experience** | |
|  | **Project Administrator-Future Foundations August 2021-Present**  **Key duties:**   * Collecting and organising large sets of Data with Excel, Mailchimp and Sprint * Assisting Project manager with any queries * Work with other members of team to produce efficient projects * Handle important documentation and media   **IBA Sales Ambassador July 2018- September 2018**  **Key Duties:**   * Devising strategies as part of a team which would maximise sales potential. * Understanding product and relaying correct information to potential customers. * Using communication skills to persuade potential customers to buy product.   **Uber Eats Driver July 2017- December 2020**  **Key Duties**   * Delivering to customers without confrontation * Performing tasks under time constraints   **Garden Skin Clinic** - *Receptionist* **April 2015- September 2016**  **Duties and Skills**   * Collaborate with others to devise a new timetable system which would be used by my other colleagues. * Overseeing diary management and all bookings for the clinic. * Understanding products in order to relay correct information to customers. * Communicating with customers in person and over the phone. |
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|  | **Keele University**  Mathematics **2017-2019**  Undergraduate Certificate of Higher Education  **Wimbledon College/Westminster Kingsway College 2012-2016**  A Levels-Mathematics, Chemistry, Biology AS Level- Physics  **Saint Thomas More Language College** **2007-2012**  8 Grades A\*-C- Including Mathematics and Triple Science |
|  | **Volunteering- Scouting Member September 2014 - December 2014**  I was part of a scouting operation for 8-10 years old in my local community (North Lambeth) primary tasks involve:   * Organising fun and enriching tasks for children which then can enjoy. * Communicating and mentoring the children and teaching them good and useful habits. * Working as part as a team with fellow scout members. |
|  | **Languages**   * English Native. * Competent Reading and Writing French, with straightforward conversational skills. * Clean DBS- No criminal record.     *Personal references, as well as a work reference and DBS, are available upon request* |
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