**MENE GBENGA MICHEAL**

**Tel: +234**9032990951

**Lagos State/**menegbengamicheal@gmail.com

**CAREER OBJECTIVE**

A self-motivated professional with excellent administrative, communication and problem solving skills, with in-depth time management, organizational and multi-tasking abilities. I appreciate working as a team member and to contribute to the work force and add value to the productive work force of any establishment and sustain personal resolve for excellence in challenging work environment which promotes career development. Passionate and highly motivated about driving sales, nurturing relationships, generating leads to meet targeted goals. I am always keen to learn and able to relate with individuals from diverse background. I have the ability to work effectively with a team and the initiative to handle technology-related problems.

**SKILLS**

* MS Office (Excel, MSword, Powerpoint and Microsoft Publisher) usage.
* Graphics and Users Interface Design with Corel draw, Adobe Photoshop, Adobe Illustrator, Figma and Canva.
* Data analysis with Excel, IBM SPSS and DATASTAT
* Web designing with (word press, web flow and Google blogger) and Web development with HTML, CSS and Javascript.
* Cloud computing
* Proficient knowledge in Google suites
* Google Analytics and Google Search Console
* AI Technology Usage
* Interpersonal relationship
* Effective communication
* Passionate quick learner
* Adaptability
* Team collaboration
* Critical Thinking
* Outstanding Problem Solving skill
* Good organizational skills
* Integrity. Self-motivated.

**PROFESSIONAL EXPERIENCE**

**GiftTech-Hub Sept 2022 – October 2023**

**Position: Production Manager**

* Overseeing the production process of books, gifts and giftcards and gift
* Preparing production reports
* Product Design and Branding
* Use of Microsoft Excel and other spreadsheet for data entry and classification
* Responsible for innovative designs using corel draw, photoshop, figma and adobe illustrator.
* Typing of Documents Preparation of Seminar, Research and project presentation documents with MS word and PowerPoint.
* Printing tasks
* Planning production schedule
* Making decisions about equipment use and maintenance
* Implementing improvements to the production process
* Estimating costs and preparing budgets
* Ensuring products meet quality standards
* Supervising and evaluating the performance of production personnel
* Networking, software and hardware management
* Managing and optimizing company’s website using Google Analytics and Google Search Console

**Pack&Pop Enterprise Nov. 2020 – Aug. 2022**

**Position: Assistant Production Manager/IT Officer**

* Production of books, gifts and giftcards and gift Product Design and Branding
* Networking, software and hardware management
* Managing and optimizing company’s website using Google Analytics and Google Search Console
* Production of books, gifts and giftcards and gift Product Design and Branding
* Responsible for innovative designs using corel draw and photoshop
* Preparation of Seminar, Research and project presentation documents with MS word and PowerPoint.
* Typing of Documents
* Supervision of Printing tasks

**Rehoboth Dec. 2011 – Jan. 2015**

**Position: Graphics Designer/Typist/Data Analyst**

* Graphics designing with Corel draw
* Printing tasks
* Solving software and hardware problems
* Typing of Documents
* Entry, Analyzing and interpretation of students research data using MS Excel, SPSS and DATSTAT.
* Preparation of Seminar, Research and project presentation documents with MS word and PowerPoint.
* Email correspondence and Documentation

**EDUCATIONAL QUALIFICATIONS**

**University of Benin, Edo, Nigeria. November 2018**

B.sc (Edu) in Agriculture

(Second Class Upper)

**Federal College of Education, Abeokuta. October 2014**

Nigeria Certificate in Education (NCE) in Agricultural Education

(Distinction)

**OTHER CERTIFICATES**

* Cloud Computing Certificate by IBM
* Web development with HTML, CSS and Javascript by IBM
* Diploma in Desktop Publishing (MsWord, Excel, Ms Powerpoint, Microsoft Publisher)

**VOLUNTEERING EXPERIENCE**

**Voluntary service with Federal Road Safety Corps Nov2019 – Oct 2020**

**REFEREES**

Available on Request