

NAPOLEON PRECIOUS

PROFILE

Dedicated, enthusiastic and result oriented Educationist, armed with broad-based background and skills in the area of creative writing, critical thinking, transfer of knowledge, public speaking and many more. I am looking forward to give tangible and intangible value to organizations and clients towards achieving purpose, while developing self.

CORE COMPETENCE

- Research
- Data Gathering and Reporting
- Effective Communication and Interpersonal Abilities
- Transfer of knowledge
- Problem Solving Orientation
- Self-Motivated
- Time Management
- Strategic and Organizational Planning
- Managerial Skills and Leadership
- Microsoft Office Word
- Interpersonal Skills
- Team work

PROFESSIONAL EXPERIENCE

Venia Business Hub | IT Support

Key Responsibilities and Achievements

March 2022 – Sept. 2022

- Created new internet logins for new users.
- Created Email addresses for new employees
- Responsible for monitoring of the server room and internet speed
- Responsible for designing operations signages.
- Fixing of office telecoms.
- Responsible for setting up projector for meetings and presentations.
- Printing, scanning and photocopying of documents.
- Printing of office door tags.
- Carried out other tasks assigned by my line manager

Community Secondary School Amadi - Ama | Intern Teacher

Sept 2020 – Nov 2020

Key Responsibilities and Achievements:

- Prepared lesson notes and Schedules
 - Classroom teaching
 - Grading of exams, tests and assignments
 - Carried out career counselling for students
 - Engaged in general classroom management
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My Admin Team Business Centre | Intern

July 2019 – Nov 2019

Key Responsibilities and Achievements:

- Typing of documents
- Filing, sorting and retrieval of documents, both manually and electronically
- Management representation
- Photocopying, scanning and binding of documents.
- Ensuring Administrative Compliance

Rivers State University (Dept of Business Education) | Intern

June 2019 – Aug 2019

Key Responsibilities and Achievements:

- Responsible for drafting memos and letters.
- Organized a filing system for confidential documents
- Filing, sorting and retrieval of documents
- Supervision of the cleaners.
- Responsible for online administrative payments.
- Carried out general supervision.

Jubilee Bilingual Academy | Teacher

June 2017 – July 2017

Key Responsibilities and Achievements:

- Responsible for teaching CRK subject
- Prepared Lesson notes
- Grading of tests and assignments
- Carried out career counselling for students
- Classroom management

QUALIFICATION AND ACCREDITATION

B.sc Business Education	2016 – 2021
Rivers State University, Port Harcourt, Rivers State	
TRCN Certificate	2021
Rivers State University, Port Harcourt, Rivers State	
West Africa Examination Certificate	2013
Wisdom Child Secondary School, Port Harcourt, Rivers State.	

TRAINING AND CERTIFICATIONS

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| ✓ Soft Skills Training – Jobberman | 2022 |
| ✓ Basic programming – RSU | 2018 |

PROFESSIONAL AFFILIATIONS

- ✓ Brimars Consult
- ✓ Aphrills

PERSONAL INFORMATION

Sex: **male** / Date of Birth: **17th March, 1996** / Marital Status: **Single** / Interest: **Research**.

REFERENCES

Barr. Esther Napoleon (LLM): No. 11 Clover Road, Lekki, Lagos. (esthernapoleon81@gmail.com) 08032520016

Mina Kalio: No. 8 Christ Avenue Street, Abuloma, Port Harcourt. (kaliomina@gmail.com) 08030596403