

PETERSIDE MIEBAKA JENNEL

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09131747230

PERSONAL DETAILS

Currently Employed: Yes
Date of Birth: 1996-04-21
Highest Level of Education: Higher National Diploma
Industry: Architecture, Other
NYSC Status: Not Applicable

CAREER SUMMARY

An enthusiastic and organized individual who is eager to contribute to team success through hard work and smart work, attention to details and excellent organization skills, clear understanding of task and training, motivated to learn, seeking a position to work in an organization which provides me with ample opportunities to enhance my skills and knowledge along contributing to the growth of the organization.

SKILLS AND INTERESTS

- Average knowledge in the use of Microsoft Office Suite. Business administration and project support.
- Efficient networking, presentation and good communication skills.
- Administrative support, report writing skill, swift learning speed and analytical skill.
- Good teamwork spirit. Skilled in human relationship and prioritizing tasks and effective in time management.

EDUCATION

Federal Polytechnic, Nekede, Owerri, Imo State - 2021 Higher National Diploma Architecture
Kenule Polytechnic, Bori, Port Harcourt, Rivers State - 2016 National Diploma (ND)
Architecture
Hallel College, Artillery, Port Harcourt, Rivers State - 2012 Senior Secondary School
Certificate
(S.S.C.E)

WORK HISTORY

INVENTORY STAFF

Smackers Limited (The Place) - Lagos

June 2022 to Present

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.

- Receive and forward all types of goods and deliveries in and out of thoutlet to the correct point of storage area.
- Follow all standards for issuing and receiving stock within the store's area of operation.
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Monitor Periodic Automatic Replacement levels for all food items to ensure proper levels.

ENTREPRENEUR TRAINING CENTER FOR ALL -LAGOS Feb 2021 – May 2021

Executive Assistant to the manager

Acted as the point of contact among executives, employees, clients and other external partners.

Managed information flow in a timely and accurate manner. Manage calendars and set up meetings

Formatted information for internal and external communication – memos, emails, presentations and reports. Take minutes during meetings.

Organized and maintained office filing system.

STIGMA CONSULTANT Jan 2017 – Oct 2017

Administrative Assistant

Displayed absolute discretion at handling confidential information. Took notes and dictation of meetings.

Organized and attended meetings, including compiling all related documents and reports.

Oversaw personal and professional calendars and coordinated appointment for future events.

Utilized personal and professional network to identify, acquire and manage new clients.

Managed office supplies and ordering new supplies as needed.

Identified needs and coordinated travel plans for official functions

ALAFURO GAS NG 2016 – 2017

Administrative Officer

Performed all administrative and clerical duties necessary for effective office management.

Organized flights, transportations and accommodation for company executives.

Systematically filed important company documents. Submit and reconcile expense reports.

Updated and maintained office policies and procedures. Provided general supports to visitors enthusiastic and organize individual who is eager to contribute to team success through hard work and smart work,attention to details and excellent organisation skills,clear understanding of task

and training,motivated to learn,seeking a position to work in an organisation which provides me with

opportunities to enhance my skills and knowledge along contributing to the growth of the organisation.

SKILLS

- Customer service
- Organizational skills
- Microsoft Office
- Maintenance
- Leadership
- Cash handling
- Communication skills
- Stocking
- Administrative experience