

ADAMS JAPHETH EHIS. *57, Femi Ogunyinka ave, Adiyan, Agbado, Ogun state*

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Email Address: jaffyadams21@gmail.com

Personal Details

Gender:	<i>Male</i>
Marital Status:	<i>Single</i>
Date of Birth:	<i>19th July 1998,</i>
Nationality:	<i>Nigerian</i>
State of origin:	<i>Edo State</i>
Local Government:	<i>Etsako West LGA</i>
Written and spoken Language:	<i>English and Yoruba</i>

Education and Qualifications

National Youth Service Corps (NYSC)	2022 – 2023
<i>Certificate of National Youth Service</i>	
UNIVERSITY OF BENIN	2016 - 2021
<i>BSC.ED Integrated Science Education Second Class Honors (upper division)</i>	
WAEC Certificate	2009 - 2015
<i>First Divine Victory College</i>	

Working Experience

INSTITUTION:-	PECAHIVES CONCEPTS, BENIN CITY	June-November 2019
POSITION:-	<i>Office Assistant, Graphics Designer and Computer Operator.</i>	

Responsibilities

- *Monitoring activities related to office finances and balancing accounts after every working day.*
- *Computer operating roles; typing, editing documents and jpegs, graphics designing and online registrations and payments. Making use of common office equipment.*
- *Customer relations.*
- *Administrative role of looking after the office when the boss isn't available.*
- *Use of MS Office packages to execute customers' business and professional tasks. Some of the packages used frequently; MS WORD, MS EXCEL and MS POWERPOINT.*
- *Proficient use of document editing software to make day to day document editing changes feasible; software such as Adobe Photoshop, Paint and Corel Draw were utilized efficiently when I executed simple and complex tasks.*
- *Working most times under immense pressure to meet customer demands in record time.*

INSTITUTION:- **CHAMAN INTEGRATED LTD, LAGOS STATE** **April 2023-Present**

POSITION:- *Administrative Assistant (Digital Operations)*

Responsibilities

- *Manage various digital operations including graphics designing, social media management, video creation, animation, and editing.*
- *Incorporating Artificial Intelligence into our tech operations*
- *Design and edit official documents, ensuring brand consistency and professionalism.*
- *Collaborate with team members to develop creative content that aligns with brand guidelines.*
- *Use of MS Office packages to execute customers' business and professional tasks. Some of the packages used frequently; MS WORD, MS EXCEL and MS POWERPOINT.*
- *Proficient use of document editing software to make day to day document editing changes feasible; software such as Adobe Photoshop, Paint and Corel Draw were utilized efficiently when I executed simple and complex tasks.*
- *Web building; Let the IT team that built two functional websites under Chaman Integrated based on Wordpress CMS.*
- *Managing the social media accounts of all businesses under the company. Including maintaining online presence by steady posting everyday new content and increasing follower count while generating clients from these social media platforms.*

INSTITUTION:- **HYPETAG.COM (Remote),** **May 2023-Present**

POSITION:- *Web Administrative Assistant*

Responsibilities

- Provide support for web administration tasks including photo and graphics editing, managing posts, sellers' products, and maintaining brand identity.
- Edit and enhance photos of products and graphics for the website.
- Assist in managing sellers' products, optimizing product images, and enhancing visual appeal.
- Keep records and database of all products added to the website
- Managing sellers and confirming seller identification before approving their item for posting
- Provide general web administration support, ensuring the smooth operation of the website.
- Work with other team or project members where necessary to ensure successful completion of a project where necessary and ensure the clients and company's goals are achieved.

Certification:

National Youth Service Corps (NYSC) 2022 – 2023

Certificate of National Youth Service

TEACHERS REGISTRATION COUNCIL OF NIGERIA 2021

Certificate of Registration

SIDEHUSTLE INTERNSHIP 2021

Jobberman Soft-skill Training

SIDEHUSTLE INTERNSHIP 2021

Frontend Programming

UNIVERSITY OF BENIN 2016 - 2021

BSC.ED Integrated Science Education

WAEC Certificate 2009 - 2015

First divine victory school

Core Competence:

- ❖ Leadership
- ❖ Flexibility
- ❖ Effective communication
- ❖ Time Management
- ❖ Problem solving

- ❖ *Teamwork*
- ❖ *Responsibility*
- ❖ *Adaptability*
- ❖ *Motivation*
- ❖ *Focus*
- ❖ *Integrity*
- ❖ *Commitment to excellence*
- ❖ *Ambition*
- ❖ *Avid learner*
- ❖ *Results-driven*
- ❖ *Professional*
- ❖ *Computer literate*
- ❖ *Organized*
- ❖ *Punctual*
- ❖ *Strong work ethic*

Achievements:

VEPHLA INSTITUTE

Ongoing

Paid scholarship to learn UI/UX design

WESTFIELD HIGH SCHOOL

2014 – 2015

Senior Prefect

Referees:

➤ DR. (MRS) BERNICE NEFEYE AGHAHOWA

Lecturer – University of Benin, Benin City, Edo State

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➤ MRS GLORIA NWACHUKWU IFEOMA

Marketer – Rhine Industries Nig. Ltd. Lagos State

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