

## MORDI CHEKWUBE JACOB

No, 16 Ogungbayi Street Ilupeju Oke Odo Molete Ibadan  
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To build a career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

### PERSONAL DETAIL

Date of Birth	11 <sup>th</sup> January, 1991
Sex	Male
Marital Statue	Single
Place of Birth	Ebonyi
L.G.A	Abakaliki
State of Origin	Delta State
Nationality	Nigerian
Language proficiency	Yoruba, ibo and English

### EDUCATION

United Secondary school, ijokodo ibadan	
National Examination School Certificate	2008
Delta State Polytechnic Ogwashi-uku. Delta State	
Ordinary National Diploma (Office Technology and Management)	2011
Higher National Diploma (Office Technology and Management)	2016
National Youth Service Corps (NYSC)	
Exemption Certificate of National Service	2017

### WORK EXPERIENCE

Avian Specialist Nigeria Limited Ibadan, Oyo State	
Office Assistant	2009-2011
❖ Overseeing Clerical tasks, such as Sorting and sending mail	
❖ Maintaining Files	
❖ Welcoming Visitors to your Office	
❖ Answering Calls	
❖ Ensuring the Office runs smoothly	
❖ Keeping an inventory of office supplies and ordering new materials as needed.	

Procter and Gamble (P&G)

Sale Representative

2011-2013

- ❖ Meeting or exceeding sales goals.
- ❖ Preparing weekly and monthly reports
- ❖ Obtaining deposits and balance of payment from clients
- ❖ Answering client questions about credit terms, products, prices and availability

IS Logistics liberty Road, Oke Ado Ibadan, Oyo State

Administrative Office (Secretary)

2013-2015

- ❖ Overseeing Clerical tasks, such as Sorting and sending mail
  - ❖ Maintaining Filing
  - ❖ Welcoming Visitors to your Office
  - ❖ Answering Calls, taking messages and handling correspondence
  - ❖ typing, preparing and collating reports
  - ❖ Keeping an inventory of office supplies and ordering new materials as needed.
- Managing database

Olite Manufacturing Co Limited, Achalla, Abusa road, Asaba, Delta State

Sale Representative

2018-2021

- ❖ Overseeing Clerical tasks, such as Sorting and sending mail
  - ❖ Maintaining Filing
  - ❖ Welcoming Visitors to your Office
  - ❖ Answering Calls, taking messages and handling correspondence
  - ❖ typing, preparing and collating reports
  - ❖ Keeping an inventory of office supplies and ordering new materials as needed.
- Managing database

### **ADDITIONAL INFORMATION**

**Skills:** Microsoft Word and MS Excel

**Interests:** Reading, Meeting people and Listening to Music

#### **CORE SKILLS:**

- ❖ Excellent and articulate Communicator
- ❖ Reliable and dependable player
- ❖ Assertive and highly attentive

### **REFEREES**

Available on request

### **DECLARATION**

I solemnly declared that all the above information is correct to the best of my knowledge and belief