

MORDI CHEKWUBE JACOB

No, 16 Ogungbayi Street Ilupeju Oke Odo Molete Ibadan

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Jacordi2013@yahoo.com, jacobmordi2020@gmail.com

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 th 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
<ul style="list-style-type: none">❖ 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