



### Personal Summary

A capable, talented Admin Executive, who possess high level of accuracy and attention to details, good organizational abilities, and is able to perform well in a fast-paced and demanding environment.

Joseph is a strong planner and problem solver who readily adapts to changes, works independently and exceeds expectations. He is a self-motivated, enthusiastic and passionate individual, constantly seeking ways to improve administrative processes.

### Career History

Konga Online Shopping Mall Nig. Ltd.  
**Sorting Centre Supervisor**                      **April 2013 – Till Date**

Responsible for overseeing the general operations of the centre; monitoring shipments as assigned to dispatchers and 3PLs, ensure accurate records of returns, inbound and outbound of shipments into the centre are being kept; collate drivers check in form into a Consolidated Productivity Report, and organize the centre to conform with the standard and ethics of Konga, while ensuring quality reporting End-to-End.

### Key Duties:

- Adequately ensured 100% upload of delivered/cancelled and returned orders after EOD;
- Proactively provided immediate contingencies when there are service disruptions;
- Consistently ensured strict adherence of processes as regards to operations flows;

### Key Skills

#### AREAS OF EXPERTISE

- Administration
- Excellent customer service
- Problem solving
- Data Entry
- Records maintenance

#### ADMINISTRATIVE SKILLS

- Funds administration
- Office procedures
- Typing and word-processing
- Keyboarding skills
- Filing
- Decision making
- Time Management
- Reporting

#### PERSONAL SKILLS

- Service oriented
- Responsiveness
- Leadership skills
- Resilient

#### REFERENCES

Available on request

## Administrative Executive

- **Inventory Officer/Admin Officer:**
  - Stock taking of outgoing and incoming orders(items);
  - Effectively coordinated the handling of merchants drop off items;
  - Daily reporting and movement of items ordered by customers.
- **Marketplace Representative:**
  - Effectively executed brand awareness and company products campaign to potential customers in the bid to drive sales
  - Successfully impacted geometrically to the company's customer base.

Customer Contact Solutions Nig. Limited  
**Customer Relations Officer**                      **October 2012 - March 2013**

- Products enlightenment on behalf of clients (Airtel and Etisalat) to her customers;
- Consistently updated clients customers on new products (Tariffs);
- Resolved customers' queries and grievances timely.

Arep Associates Nig. Ltd.  
**Store Keeper**    **November 2011 – August 2012**

- Daily accurate stock taking and reporting;
- Ensured timely distribution of company's products to customers;
- Monitored the movement of products in and out of the warehouse.

RCCG Foundation  
**Admin. Officer**    **February 2011 – October 2011**

- Constantly ensured steady supplies of stationeries for use;
- Managed and maintained the foundations facility adequately;
- Monitored and ensured successful execution of projects.

## ACADEMIC QUALIFICATIONS

- **National Open University Of Nigeria (NOUN) - In view**
  - Entrepreneurship and Business Management
- **Olabisi Onabanjo University (Ago Iwoye) – 2008- 2010**
  - Diploma in Business Administration
- **St. John's Catholic Grammar School, Isalu-Iseyin Oyo state. – 2000 – 2006**
  - Senior Secondary School Certificate

## PERSONAL DETAILS

**A:** 36 Bakery Street, Ozuoba  
Port harcourt,Rivers state.

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08078572102

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[jossyjay002@gmail.com](mailto:jossyjay002@gmail.com)

**DOB:** 2<sup>nd</sup> July, 1989

**State of Origin:** Oyo

**Marital Status:** Single

**Hobbies:** Seeing movies & listening to music.