

CYRIL AGBAZ

No, 19/21 Malola Street, Ikeja

Lagos State

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DATA

Sex	Male
Place of Birth	Delta State
Date of Birth	10 th June 1983
State of Origin	Imo State
Marital Status	Married
Nationality	Nigerian
Religion	Christianity

CAREER AIMS

I have extensive experience of working in administrative and I.C.T environments, with some level of knowledge of inventory control, customer service, excellent problem solving and interpersonal skills. Focused on the developing and implementing process controls and quality improvement initiatives that reduce costs and increase company revenue.

EDUCATION

Qualification	Institution	Date
B.sc Business Management	National Open University of Nigeria	2017

Leaving Certificate	Twinkle Star College, Warri, Delta	2014
Certificate	Esedo Primary School, Effurun, Delta	1996

JOB EXPERIENCES

COMPANIES	POSITIONS	YEARS
Pent Tech Services	Admin Officer	2015-2021

➤ **Responsibilities:**

- Supervising the day-to-day operations of the business.
- Engaging and providing educational assistance to university students.
- Hiring, training, and evaluating employees and taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Collecting, organizing, and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards company goals.

Majesty Trans Ltd	I.T/Manager	2011-2015
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➤ **Responsibilities:**

- Managed of the Company's website and staff Database.
- Monitored stock levels and oversee the movement of incoming and outgoing goods
- Visited key clients to build relationships and identified their key needs.
- Ensured the efficient running of administration and office procedures.
- Secured and alarming premises and monitored security procedures.

- Supervised the completion of all checks.
- Monitored and tracking the flow of goods into the company

Koda Aluminum Company

Office Assistance

2009-2011

Responsibilities:

- Oversee clerical tasks, such as sorting and sending mail
- Kept inventory records of office supplies and ordering new materials as needed
- Maintaining files
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees

SKILLS:

Research and accuracy, Writing, Poet, ability to solve problem, Analytical thinking, New innovation, Administration and planning,

COMPUTER:

Proficient in the following computer software programs:

- Ms Word
- Ms Power word and Typing
- Ms Excel
- Proficient in Digital Marketing, Blogging, Website Designing (wordpress), SEO, Google Keyword Research, Article Writing, and Data Entry Expert.

HOBBIES:

Travelling, Online activities, listening to classical music

COMMUNICATION AND LANGUAGES

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- Good written and oral communication skills.
 - Very fluent use of spoken and written English Language.

REFERENCES

Available on request