

Adeoye Samuel
Ayoun Al Maha Optical, Samnan, Sharjah, UAE

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205,lucky roundabout aljaman UAE

Dear Hiring Manager,

I'm applying for a position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience. Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,
Adeoye Samuel

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Objective

Seeking for a suitable position where my professional skills and experience can be brought into an effective suite and to tune more exciting and challenging career

Education

Diploma In Computer Studies & Engineer
BA(bachelor of Art in English)

- Graduated with a upper class
- Graduated with first class honor

Work Experience

Administrative Assistant And Receptionist
RCN (Radio communication limited)

2018 /01 - 2020/01

- Managing budgets, records, and contracts.
- provide administrative support to an executive within a company. filing, typing, answering telephones, dealing with emails, research and other administrative tasks within an office such entry, files. Conducting performance reviews with the front desk staffs

Work Experience

Computer Operator & Instructor

2002/01 - 2005/12

- Computer Operator & instructor
- Duration :2002/01 2005/12 . knowledge of computer graphics software (Corel draw,photoshop). knowledge of Microsoft office . knowledge of computer Operations,troubleshooting and IT . Video editing, Data analysts.

Skills

Skills

- • Proven leadership skills,critical thinker, highly creative, Enthusiastic self-starter

Declaration

I Certify that the above Mentioned information are true and correct to the best of my knowledge .