CURRICULUM VITAE

Emmanuel Munachimso Onyekachi
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Willing to relocate: Anywhere

DESIGNATION: Office Assistant

CAREER OBJECTIVES:

- ➤ To use my skills in the best possible way to achieving the firm's goal.
- ➤ Enhance my professional skills in a dynamic and fast-paced workplace.
- ➤ Seeking a responsible job with an opportunity for career growth.

Duties & Responsibilities

- Maintain office areas, attend to duties and service operations.
- Manage office supplies, equipments, files, faxes and photocopiers.
- Maintain inventory of pantry supplies and tidy office areas.
- Coordinate with suppliers for timely item orders and deliveries.
- Clean and maintain pantry utilities to best hygienic standards.
- Dust and polish office desks, furnitures with appropriate methods.
- Prepare and serve refreshments to guests, staff, management, etc..

WORK EXPERIENCES:

- **Soft Service Aide-** *Fixpro Management LLC.*
- **Office Store Assistant–** *Professional Fix Facilities Mgt Company, UAE.*

PERSONAL DETAILS:

- ➤ Location: United Arabs Emirates.
- ➤ Gender: Male
- ➤ Languages: English (fluent)- Hindi (basic)
- ➤ Work/Visa Status: Jan 2021 – date. *Employment Visa*.
- ➤ Email Add: hr@fixprofm.com

PASSPORT DETAILS: Nigeria

- PASSPORT NO: A131*1569
- ISSUE DATE: 19/08/2023
- EXPIRY DATE: 18/08/2028

EDUCATION QUALIFICATION/ LICENCE & CERTIFICATION:

- Higher Secondary Certificate Diploma (SSCE)- 2013
- Computer Training Certificate Diploma- 2014
  (Microsoft office applications - Opera PMS)
- Cybersecurity Simulation Certificate (*Delliotte*)- 2025

PERSONAL SKILLS

- Leadership skills
- Hard working
- Work under pressure
- Teamwork
- Team building
- Communication skills
- Data entry operations
- Microsoft office suite
- Microsoft Excel, Assess
- Ms-word, Outlook
- PowerPoint Presentation
- System trouble-shooting
- Opera PMS and Web security
- Login detection & Inspection etc

Declaration:..

    I hereby declare that the above information is correct up to my knowledge and bear the responsibility for the correctness.