

Matthew Eneji

Office Administrator/Technical Staff

Address: Akure, Ondo, 340105

Phone: 07033705379

Email: Mattheweneji7@gmail.com

Professional Office assistant with over one year of experiencing managing daily administrative support tasks, storing and processing information on Microsoft word and excel in a religious organization (church) well organized, quick learner committed to delivering high quality results. Adaptable and versatile worker providing excellent services within dynamic enviroments.

◆ Skills

➡ Microsoft Excel and Word

◆ Work History

➡ Sep 2020 - **Office Administrator/ Technical Staff**

- Current Pastor Eddy Omu, Akure Ondo

Entered data into system and updated customer contacts with information to keep records current

Handled daily scheduling tasks and provide administrative support for entire department

Offered office wide software support and training, troubleshooting issues and optimizing usage.

◆ Education

- ➡ Sep 2011- Junior Secondary School: Science
- Sep 2013 *Sasa Community Junior High School*
- Sep 2014- Senior Secondary School: Science
- Sep 2017 *Heroes and Heroines College - Akure*
- Aug 2020- Joint Examination and Preliminary Board (JUPEB)
- Aug 2021 *Leadstar College of Advanced Studies*

Certifications

➡ Diploma in Computer Science

References

Name	Phone no	Email	Address
Dr. Adeluse Obe	08033528900	dr.adeobe@gmail.com	Midas Hospital 65 Oke-Ijebu Street Akure
Pastor Eddy Omu	08030969098		Living Faith Church Igoba, Akure