



# ASIKPATA GODWIN .O.

Address: 3, Oduguwa street, Ladi-lak, Bariga Lagos.

Tel: 07080783356

Email: asikpatagodwin21@gmail.com

## **OBJECTIVE**

To build myself a strong and rewarding career, to diligently contribute to the progress and advancement of any organization I work in, through the utilization of my skills and knowledge, and leave a positive mark of achievement from which any establishment I work in will greatly benefit.

## **PERSONAL INFORMATION**

Date of Birth:	19, November 2001
Sex:	Male
Marital Status:	Single
State of Origin:	Edo
Local Govt. Area:	Owan West
Nationality:	Nigerian
Religion:	Christian
Language Spoken:	English, Yoruba and Igbo
Tel:	07080783356

## **ACADEMIC AND PROFESSIONAL QUALIFICATION**

### **Giesther Private School**

<i>First School Leaving Certificate</i>	2003-2010
---	-----------

### **Gbagada Comp. Jnr. High School**

<i>Junior School leaving Testimonial</i>	2011-2014
--	-----------

### **Lanre Awolokun Senior High School**

<i>West African Examination Council (WAEC)</i>	2014-2017
<i>Waec</i>	2019

### **University of Lagos**

<i>B.sc in Business Administration (part-time)</i>	In view
--	---------

## **WORKING EXPERIENCE**

### **Sam Tech Business Centre**

<b>Position held:</b> Customer Care Agent/Operator	2017-2019
--	-----------

#### **Responsibilities:**

- To attend to customer compliant politely
- To attend to all calls on orders

- To make sure that the customer is satisfied with our products and services

### **Pot of Gold Cyber Café and Business Center**

**Position held:** Computer Operator/ Manager

2019-2022

#### **Responsibilities**

- Ensure that the café is fit for use at all times
- Supervises the activities of other staff in the café, and ensure they are doing their duties as expected according to the rules and regulation guiding the cyber café
- Ensure all customer safety when using the internet facilities in the cyber café this includes health safety.
- Ensure proper record of all daily activities in the café for proper documentation and accountability in the café.
- Check the computers every morning and ensure they are in good shape including the cable connections
- In case of damage, I ensure that the damages are corrected and repaired as soon as possible in order to avoid further complications.

### **Reliable Electricals**

**Position held:** Inventory Clerk

2022-2023

#### **Responsibilities**

- Records purchases
- Maintains database
- Performs physical count of inventory
- Reconciles actual stock count to computer-generated reports
- Receives, unpacks, and delivers goods
- Re-stocks items as necessary
- Labels shelves
- Processes and approves invoices for payment

### **HOBBIES**

Reading, Singing, Research, adventure

### **SKILLS**

- Computer Literate
- Good communicating skills
- Fluent in English Language
- Good Customer Service
- Proficient in all Microsoft Office Applications
- Ability to multi-task

### **REFEREES**

**TO BE AVAILABLE ON REQUEST**