**akowefredjacobz@gmail.com**

**Phone Number: 08161360713, 07038316052**

**Block 28 Dekina, Avenue Kogi State**

**University Staff Quarters,**

**P.M.B 1008.**

**AKOWE FRED JACOB**

## State of Origin - Kogi

**Local Government Area - Dekina**

**Date of Birth - 21th April 1988**

**Sex - Male**

**Nationality - Nigerian**

**Marital Status - Single**

**Religion - Christian**

**Language spoken - English, Hausa, Igala**

## PROFILE: *I am a passion driven, self-motivated, goal oriented individual who loves to take new challenges. I am an effective communicator speaking two major Nigerian languages. Also, I am a creative thinker, an efficient time manager. I regularly update my knowledge base for peak performance and continuous improvement through reading and personal development plan.*

## OBJECTIVES:  *I believe in team work which is the major factor that brings about growth and development in any organization. Also in determination and hard work thereby meeting the expectations of my employer and adding value to my personal profile.*

## EDUCATIONAL INSTITUTIONS ATTENDED

* Kogi State University, Anyigba 2010
* Araba Community Secondary School, ArabaSalifu, Kogi State 2006
* Community secondary school, Aloji, Kogi State 2005

## QUALIFICATION OBTAINED

* Bachelor of arts, History and International Studies (second class – lower division)
* Senior Secondary School Certificate Exam (SSCE)

## WORKING EXPERIENCE

## Company Name: ADS Financial Services

## Post Held: Personal Assistant to the CEO

## Duties and Responsibilities

## Preparation of seminar paper

## Preparation of monthly official schedule

## Coordinating the activities of the staffs

* Attending meetings un behalf of the CEO

# Company Name: Metro Direct Nigeria Limited

## Post Held: Logistic support Officer

## Duties and Responsibilities

* Protecting the Interests of the Company in the outside world
* Helping the companies client to carry out his activities for the duration u are with him
* Preparation of transportation order
* Taking good care of companies properties in your possession
* Marketing the company’s business to the public
* Confidentiality

## Company Name: 112 Emergency Call Center Abuja

## Post Held: Call Agent

## Duties and Responsibilities

* Picking inbound call and collecting information’s from the distressed caller
* Classification of cases and there types
* Dispatching of information to different response agents based on the case type
* Following up a case to see if it has been treated by the response agency

## Company Name: 112 Emergency Call Center Abuja

## Post Held: Supervisor

## Duties and Responsibilities

* Monitoring the call agents
* Intruding into difficult cases been handled by another agent
* Following up a case by making outbound calls from the center as to ascertain the condition of a case
* Writing of daily, weekly, and monthly report base on the performance of the call agents
* Taking and presentation of complains from other call agent through their various group leaders to the employer

## RESEARCH WORK

* A Historical Appraisal Of Democracy And Development in

Kogi State (1999 – 2007)

## SKILLS

* Proficient use of Microsoft office application.
* Effective road usage and driving skills.
* Communication, presentation and writing skills.
* Leadership, interpersonal skills and team management.
* Multitasking and problem solving skills.
* Negotiation skills and time management.
* Public relation and advance event management skills.
* Ability to work independently and ready to learn mor**e.**

### REFEREES

### Mr. Obajide Moses

Operations Manager

Metro Cars Abuja.

**08077380485**

**Mr Beiyi A.**

Operations manager

NCC/HUAWEI/SULSAN TECH

Emergency call center

08023096234

**Akogwu Ibrahim**

CEO ADS Financial Service

Onitsha, Anambra State

**sundayakogwu@yahoo.com**