

# John Young Akpan

30, Inabere Street, off Glover Street, Lagos Island, Lagos. \* 08139149248, 08185430637 \* [johnyoung4life@gmail.com](mailto:johnyoung4life@gmail.com)

## CAREER OBJECTIVE

Administrative Manager with 4 years of experience looking to work in a challenging environment that aims at obtaining the very best from its employees and consequently recognizes and rewards productivity and also improvises more creative ways of maintaining excellence and innovation in my chosen career.

## PROFESSIONAL EXPERIENCE

### TIMES MULTIMEDIA

06/2015 TILL DATE

*Administrative Manager/Executive Assistant*

- ♦ Organize and prepare agendas and necessary papers for board and committee meetings, take minutes of meetings and draft resolutions for the company and follow up on actions from meetings
- ♦ Maintain accounting records and payroll information, compile and update employee records, maintain office premise and schedule necessary repairs
- ♦ Work with the finance department to ensure that all invoices are paid on time, manage contract and price negotiations with office vendors and service providers
- ♦ Provide general support to visitors, assist with the onboarding process for new hires, address employee queries regarding office management issues, plan in-house or off-site meetings, activities and events

### RACONTEUR PRODUCTIONS

08/2014 - 05/2015

*Directors Assistant and Website Content Manager*

- ♦ Completed and filed day-to-day progress report, briefed the director on relevant information about the industry
- ♦ Wrote and presented proposals to the director, operated and maintained system software and hardware, troubleshoot systems and network problems
- ♦ Installed different hardware and software components of computers, performed administrative duties as required

## EDUCATION

### UNIVERSITY OF LAGOS

2017 - 2018

*M.Sc. Management*

### LAGOS STATE UNIVERSITY

2008 - 2012

*B.Sc. Business Administration*

- ♦ Second Class Honors, Upper Division

## CERTIFICATIONS

- ♦ Member; Nigeria Institute of Management 2014
- ♦ Associate Member; Association of Entrepreneurs and Technologist 2014
- ♦ Project Manager; International Project Management Professionals 2013
- ♦ Associate Member; Institute of Strategic Management, Nigeria 2012

## TRAININGS

- ♦ Health, Safety and Environmental Management 1-3 (British International Safety Organization) 2016
- ♦ Organizational Capacity: Assessment to Action (Philanthropy University Berkeley USA) 2015

## SKILLS

- ♦ Computer Applications (MS Office Suite, Adobe Photoshop, PageMaker and Graphics)
- ♦ Communication, Negotiation and Interpersonal skills
- ♦ Analytic and Logical Thinking
- ♦ Problem Solving Skills
- ♦ Planning and Organization Skills