



Mr. Felix Akpome

PERSONAL DETAILS

Reference No.	CV-IT-853496-24
Country of Residence	Nigeria
Surname	Akpome
Given Name	Felix
Date of Birth	Tuesday, 14 May 1985
Gender	Male
Marital Status	Single
Religion	Christian

PASSPORT DETAILS

Passport Number	
Nationality	Nigeria
Date Of Issue	Monday, 23 Aug 2021
Date Of Expiry	Friday, 22 Aug 2031
Place Of Issue	Ikoyi Lagos

PHYSICAL INFORMATION

Height	1.79
---------------	------

Weight	79
---------------	----

No, I Don't have any physical disability or serious illness.

No, I Don't have any scars, marks or tattoos.

EDUCATION INFORMATION

Highest Level of Education	Graduate
-----------------------------------	----------

School/College/University Name	Institute of Management and Technology Enugu
---------------------------------------	--

Passing Year	2012
---------------------	------

PROFESSIONAL QUALIFICATIONS

Institute Name	
-----------------------	--

Course Title	
---------------------	--

Passing Year	
---------------------	--

LANGUAGES INFORMATION

Languages	Speaking	Writeing	Understanding
------------------	-----------------	-----------------	----------------------

English Language	Well	Well	Well
------------------	------	------	------

EMPLOYMENT HISTORY

Year Of Exprience	12 years
--------------------------	----------

Background	<p>My name is Felix Akpome 39 years old single citizen of Nigeria West Africa Region Administrative office manager by profession. I have Administrative Experience to work in any organization .I have skills in Administrative . Good communication, Client Relationship management, Business operations Microsoft office Good organisational skills Good time management.i have forward - thinking Administrative and customer service and Retail experience with over 12 years of Professional experience, dedicated to high level of customers satisfaction and success in driving business objectives managing teams business operational procedures and meeting aggressive business goals . adapts at handing employee concern product. Selling Buliding and managing employee loyalty Business. Development performance management. Human resources and strategic. I am resourcesful with excellent skills and effective proficiency in both oral and written communication. I love Traveling, swimming, Listening to music. Presently I am working as Admistrative officer with Adlantique Global marketing limited with the following functions Updated office policies as needed Prepare regular reports on expenses and office budgets Organised system for important filling and confidential documents Manage office supplies stock and place other Develop and implement policies Such as employee handbook organisational strategies HR policy. Booking meeting rooms as needed.</p>
Latest Company	Adlantique Global marketing limited
Telephone No	+2348135673777
Address	No 52 infrastructure Bank Building Ahmadu Bello way Victoria island Lagos Nigeria
Date Of Join	2012-03-05
Last date at Job	

EXPERIENCE CERTIFICATIONS

Certifications

Higher National Diploma certificate

Senior school certificate Examination Council Result

Birth certificate
National Diploma certificate
National service certificate

NOTE:-

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.