

Ngbede Philemon

Public Service



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com



46, Ifelodun, Joju Bus Stop,
Sango Ota, Ogun State.

PROFILE

1. Highly organised and detail-oriented administrator seeking a challenging role where I can leverage my strong communication and problem-solving skills to improve efficiency and support team success. 2. Proactive and resourceful administrative professional with a proven track record of managing complex tasks, coordinating schedules, and providing exceptional support to executives and teams. 3. Dedicated and efficient administrator with excellent interpersonal skills, seeking a role where I can utilise my proficiency in office management, record keeping, and customer service to contribute to a positive and productive work environment. 4. Results-driven administrative assistant with expertise in data entry, report generation, and process improvement, seeking a challenging opportunity to streamline operations and enhance organisational performance.** 5. Adaptable and quick-learning administrative professional with strong computer skills and a passion for providing exceptional support, seeking a role where I can contribute to a dynamic team and grow my administrative expertise.

WORK EXPERIENCE

**Deeper Life Bible Ministry, Ilogbo Region,
Ogun West State.**

Administrative Officer

Dec 2025 - Present

Administrative works

**Deeper Life Bible Ministry, Ita Region, Ogun
State.**

Computer Operator/Admin Assistant

May 2023 - Nov 2025

Computer/Administrative work

**Europlast Industrial Company, Sango Ota,
Ogun State.**

Quality Control Inspector

Jul 2022 - Dec 2023

Inspection of the production line

**Chitra Industrial Company, Sango Ota, Ogun
State.**

Machine Operator

May 2022 - Jun 2022

Working machine

Deligh Bookshop, Joju, Sango Ota, Ogun State.

Collator

Apr 2022 - Apr 2022

Collation of books

**Amazing Grace Academy, Apa LGA, Benue
State.**

Dean Of Studies

Jan 2020 - Dec 2021

Teaching Job.

EDUCATION

Business Administration and Management

Fidei Polytechnic, Gboko, Benue State.

Sep 2017 - Sep 2019

SKILLS

- Communication Skill
- Writing Skill
- Leadership Skill
- Content Writing
- Copywriting
- Graphic Design
- Typist
- Computer Skill
- Professional Life Coach
- Artificial Intelligence
- Emotional Intelligence
- Resources Management

LANGUAGES

- English
- Idoma

INTEREST

- Reading
- Skill Learning
- Technology
- Teamwork
- Problem Solving
- Music
- Social Networking
- Sports
- Writing
- Photography
- Blogging
- Public Speaking
- Time Management
- Traveling
- Fitness

REFERENCE

- **Ngbede Theophilus Oluma**
Manager
Olumzy
08149969732
- **Benjamin Ngbede Oluma**
Civil Servant
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