

EMMANUEL MICHAEL

Lagos

officialimmanuelmichael@gmail.com

+234 810 418 7487

Emmanuel Michael is a graduate of the University of Calabar, with highly developed interpersonal and intrapersonal intelligence, goal oriented, managing teams, resourceful, ability to manage complex actives; a leader equipped with good communication, coordination and analysis skills, fully committed to implementing the dynamics of the institution, firm etc. compelling solutions to the ongoing objectives of the organization.

Work Experience

Virtual Assistant (Remote)

ZainHeric Healthcare-Bolton

May 2023 to Present

I provide administrative, technical, or creative support to clients. My tasks include managing emails, scheduling appointments, handling customer inquiries, data entry, social media management, bookkeeping, and other personalized services.

HR/Admin. Assistant

Lions Den Sports Bar and Lounge, Yaba-Lagos

February 2021 to November 2023

I performed variety of clerical and administrative tasks. These tasks include managing schedules, handling correspondence, preparing documents, maintaining records, and coordinating meetings.

Account clerk/Admin. Assistant

Ocean Breeze Hotel and Suites, Satellite Town-Lagos

April 2019 to December 2021

I was responsible for performing financial and administrative tasks to support an organization's accounting department. My duties include maintaining financial records, processing invoices, handling accounts payable and receivable, reconciling statements, and preparing reports. I organized payroll and tax filing.

Registration Agent and IT Support

Joint Admission and Matriculation Board, Calabar-Calabar

February 2018 to March 2019

I handle customer onboarding and provides technical assistance to ensure smooth operations.

Branch Manager

Zero Limit Resources, Calabar-Cross River State-Calabar

March 2017 to February 2019

I oversees the operations of Zero Limit Annex, ensuring it runs efficiently and meets performance targets. My responsibilities include managing staff, developing business strategies, ensuring customer satisfaction, and maintaining compliance with company policies and regulations. I also handle budgets, analyze financial reports, and foster relationships with students to drive growth.

Cyber Café Attendant

Cyber Meteor Café-Calabar

May 2010 to September 2017

I managed the daily operations of the cyber café, ensuring a smooth and efficient experience for customers. My duties include assisting customers with computer and internet use, maintaining equipment, monitoring usage, collecting payments, and providing technical support as needed.

Café Attendant

Brotherhood of the Cross and Star Press-Calabar

January 2009 to September 2009

Royal Connectivity Computer Training Institute

Post: Industrial Attachment

Education

Diploma in Virtual Assistant

ALX - Dublin, Ireland

September 2024 to November 2024

Diploma in Web-Development

AltSchool Africa - Atlanta, GA

July 2023 to August 2024

B.Sc in Business Management in Business Management

University of Calabar, Calabar - Cross River State - Calabar

November 2011 to September 2015

College in Commercial Art

Ewang Comprehensive High School - Oron, Akwa-Ibom

September 2003 to July 2009

Diploma in Information Technology in Information Technology Basic

Royal Connectivity Computer Institute - Calabar

September 2008 to March 2009

First School Leaving Certificate in Primary

Idang Primary School - Calabar

September 1998 to August 2004

Skills

- web-development (1 year)
- Administrative support (5 years)
- Graphic Design (5 years)
- Microsoft packages (7 years)
- Typing Skills (8 years)
- Task and Project Management (2 years)

Awards

Merit Award

June 2009

Best Student, Royal Connectivity Institute

Certifications and Licenses

Computer Engineering

Present

Virtual Assistant

Present

Information Technology Basics

Present