

CURRICULUM VITAE

John Precious

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Professional Summary

Detail-oriented and dependable Executive Assistant with over 6 years of professional experience supporting business operations, handling confidential tasks, and managing communication in fast-paced environments. Proven ability to coordinate schedules, oversee projects, and provide excellent organizational support. Combines strong interpersonal skills with a proactive mindset to ensure smooth day-to-day operations and executive efficiency.

Education

- Bachelor of Science (In View), Bestower University
- National Diploma, Yaba College of Technology (YABATECH), 2018

Professional Experience

Social Media Manager & Administrative Assistant - Shoesandbagsng (May 2018 - Present)

- Managed executive calendars, scheduled meetings, and maintained records.
- Oversaw communication with clients and partners via email and social platforms.
- Designed and executed content calendars for brand promotion.
- Handled travel coordination, document organization, and general admin tasks.
- Ensured smooth operations by handling task delegation and progress tracking.

Cashier & Inventory Support Assistant - KFC Nigeria (April 2017 - May 2018)

- Maintained daily transaction records and performed cash reconciliation.
- Handled back-office tasks, supported inventory coordination, and documented supplies.

- Ensured accurate tracking of stock levels and supported team efficiency.

Key Skills

- Calendar & Travel Management
- Confidential Document Handling
- Communication & Coordination
- Email & File Management
- Social Media Support
- Microsoft Office / Google Workspace
- Time Management & Task Prioritization
- Customer Relationship Management

Reference

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