

JACOB JUNISA PESSIMA

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Objective

My main objectives are to always be a blessing to my organisation or company rather than been a burden, to see my organisation taking a positive change due to my little effort and experience.

Experience

2017 - 2018

Christ the king college old boys association, Fourah bay college chapter

Treasurer and Financial Secretary

I was responsible for keeping all financial records including handling the money for the whole association.

2012 - 2014

Dohas hotel and Restaurant

Front Desk Receptionist

Operate telephones and answer and transfer calls.

Take messages and communicate to appropriate employees.

Greet visitors and escort them to appropriate office or person.

Respond to visitor's questions professionally and courteously.

Sort and distribute incoming mails and handle outgoing mails.

Place outgoing calls and conference calls as needed.

Draft, review and proofread office documents.

Perform basic data entry when needed.

Order and stock office supplies.

Operate and maintain office machines including printers, copiers, and fax.

Maintain reception area clean and organized.

Ensure in compliance with company rules and regulations.

Notify Security Officer about unescorted guests and emergency situations.

Assist in issuing guest passes and employee ID cards.

Assist in making meeting room reservations, catering arrangements and travel bookings.

2019 - 2021

The church of Jesus Christ of Latter-day Saints

Full time missionary

I served as a district leader and my role was to organise my district members always by resolving their personal concerns.

I also served as a senior companion and a trainer of a new missionary.

As a trainer I was responsible to teach and guide the new missionary by always taking a lead in public speaking.

I also served as an apartment budget officer .My role here was taking care of all monetary affairs for my apartment members , making sure that I buy the necessary materials the apartment members need.

The church of Jesus Christ of Latter-day Saints

Assistant coordinator for FSJ in Bo East Stake

As an assistant coordinator I coordinated the affairs of the children in my own unit,I was also in charge of coordinating the teachers in my unit.

Simpes construction

Store keeper

My role here as a store keeper was to keep the store on order , that is making sure that people pack the goods well, clean and come to the store on time.

I was in charge of keeping all documents Concerning the materials in the store

The church of Jesus Christ of Latter-day Saints

Communication officer

I was in charge of all public communication.As a good public speaker ,I was in charge of informing my team members about any new changes in my unit.

I was also in charge of taking the lead in any public debate and meetings

Gentlemen's Quarterly

Merry maker

As a merry maker for my social association in university,I was responsible for buying and serving drinks during any social party.

I was also in charge for making sure that people have the drinks the paid for.

Sodexo kelvin

Waiter

Serving food to customers

Taking orders

Clearing the tables of the customers

2021 - 2021

2016 - 2017

2012 - 2013

2017 - 2018

2021 - 2021

Education

2014-2018

Fourah Bay College

Sociology

2.1,Honors

2005-2008

Zenith International Academy

Bece

27

2009-2012

Christ the king college

Waec

3credits and 4 passes

1998-2004

Saint Pius Primary School

Npse

299

2019

African International Technology Holdings computer software school

Certificate

Distinction

Skills

Public speaking

Budget manager

Leadership skills

Fast learner

Good listener

Working with any member of my organisation

Using time wisely

Humble and respectful

Good record keeper

Computer software

Stress management

Scheduling

Customer service

Flexibility

Reference

Johnny Christopher walters - "The church of Jesus Christ of Latter-day Saints "

Stake president at Bo east stake

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Daniel Benson Sillah - "Kakua Government secondary school Bo"

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Prince ben massaquoi - "Mapco"

Social worker

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