

# BASSEY DAVID

## STUDENT

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## PROFILE SUMMARY

David is a hardworking physiologist and a tech savvy and student looking to develop himself and get more experience on business and its intricate models. He is also ready to utilize his skills and passion to further the mission of a company. Technologically adept, offering experience with different types of social media platforms, office technology programs and computer soft ware programs. Bringing forth a positive attitude and a willingness to learn new programs

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## PROFESSIONAL SKILL

Computer skills                      Problem solving skills  
Customer service skills      Management skills

## TECHNICAL SKILL

Python                                      Social Media skills  
Photoshop

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## EDUCATION

### Bachelors of science in Physiology.

Babcock University, Ilishan-Remo, Ogun state.

2016 – present

David is actively walking towards his Physiology degree. while in school David has been part of the executive members of the department and he held a financial secretary position.

2014 – 2016

### Bachelors of science in Natural Environmental Sciences.

American University of Nigeria, Adamawa State

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## WORK EXPERIENCE

### Administrative Assistant

September 2022 – February 2023

### Homeland Attorneys and Solicitor, Uyo, Akwa-Ibom

- Followed instructions from my supervisors and managed projects with precision
- Attended to customers and followed up with to ensure they were satisfied with the service provided
- Organized files, court dates and meetings for the lawyers