CV TEMPLATE – JOHN DOE

JOHN DOE

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# Professional Skills

• Employee Relations  
• Recruitment & Onboarding  
• Administrative Support  
• Microsoft Office Suite  
• Time Management  
• Customer Service  
• Conflict Resolution

# Professional Summary

Detail-oriented Administrative and HR Assistant with 2 years’ experience providing operational support in a fast-paced hospitality environment. Skilled in staff onboarding, employee documentation, and customer service. Adept at multitasking and maintaining confidential records. Currently seeking an opportunity to grow within a dynamic organization.

# Work Experience

Goldplates Feast House

Human Resources Assistant | July 2023 – Present

• Supported recruitment processes including CV reviews and interview scheduling  
• Prepared employee letters and maintained staff records  
• Assisted in organizing employee training and events  
• Managed day-to-day administrative duties and office supplies

McRoys Limited

Administrative Intern | June 2022 – June 2023

• Handled customer inquiries and provided front desk support  
• Maintained employee attendance records  
• Assisted in preparing monthly payroll reports  
• Drafted basic internal memos and correspondence

# Education

University of Lagos, Nigeria

B.Sc. Industrial Relations & Personnel Management | 2017 – 2021

Great Heights Secondary School, Lagos

West African Senior School Certificate | 2011 – 2017

# Certifications

• Chartered Institute of Personnel Management (CIPM) — In View  
• Microsoft Office Suite Certification — 2023

# Hobbies

• Reading business articles  
• Volunteering at career mentorship programs