

236966@gulfjobseekers.com

**Summary**

To be actively involved in the mechanism of a well-organized company by being a diligent, dedicated and straightforward team player so I can help the company achieve its set objectives and goals.

**Skill Highlights**

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|  Excellent Customer Service Orientation |  | Good Team Work/Spirit |
|  | Great Communication Skills |  | Multi-tasking ability |
|  | Good Interpersonal Relationships/ |  | Good IT Skills |
|  | Relationship Building |  |  |

* Ability to manage self and time efficiently

**Accomplishments**

While working at Foth Design & Construction Ltd, I identified a gap between the customer and organisation so I created feedback channels for customers which were non-existent prior to taking up the role of receptionist. This put the company in a position to better understand the customers’ needs, thereby leading to overall better customer service and satisfaction.

While working at iCentra Consulting Ltd, I helped to restructure the organization so that the various departments were properly defined with different employees in them as well as completed the process of re-branding the company.

**Work Experience**

**Head, Admin at iCentra Consulting Ltd** - Abuja, FCT, Nigeria

February 2014 - August 2014

* Kept proper filing systems and records of documents in both hard and soft copy.
* Responded to incoming Correspondence and referred others to the CEO for his attention.
* Prepared weekly and monthly reports in line with company requirements and drew up agendas for meetings and took detailed minutes of same.
* Liased with service providers and vendors to deliver goods and services according to required standards.
* Co-ordinated Training Sessions from organization to preparing training documents to attending to Delegates’ needs and request while also ensuring a smooth Training Session in line with the approved schedule and standards.
* Assisted in human resource tasks by preparing pay slips, bonuses or deductions as appropriate etc, and also carried out recruitment exercises by creating job descriptions, conducting interviews and carrying out orientation programs for newly recruited personnel.
* Developed and managed the operational budget, reconciled records of budgeted monies against actual expenditure and accounted for Petty Cash issued. Furthermore, remittances or refunds were made as appropriate.
* Performed marketing strategies by making sure the company’s products and services were made known to private and government agencies.
* Improvised and completed any other tasks as and when required.

**Admin/Executive Assistant to the MD/CEO – Foth Design & Construction Ltd –** Abuja, Nigeria

February 2012 – January 2014

* Assisted the MD/CEO in executive meetings by taking detailed minutes and keeping the MD on track of issues to be discussed.
* Scheduled appointments and organised her calendar/diary as well as scheduled meetings and communicated the venue and time to all intended participants.
* All correspondence coming into the CEO’s Office were attended and responded to and I ensured that documents were properly filed in both hard and soft copy.
* Consistently ensured that the company was registered with all the appropriate bodies.
* Provided H.R support by preparing Salary cheques and keeping records of same.
* Collated Official documents, certificates and company profile to bid for contacts as well as collated data and receipts for reimbursement and per diem payments.
* Prepared logistics for intended business trips inclusive of transportation, feeding and accommodation.
* Provided Welfare support to external consultants: hotel transport, feeding, general wellbeing and also ensured continuous validity of their visa and applying for extension on same where applicable.

**Receptionist/Executive Asst. to MD/CEO – Foth Design & Construction Ltd,** Abuja Nigeria.

March 2011 – January 2012

* Received guests and Clients into the office and also effectively handled enquiries or complaints from Clients at first point of contact, referring them to the appropriate departments where necessary to ensure a suitable resolution of problems were provided.
* Attending to the customers’ needs and requests, ensured their comfort while waiting to see the MD/CEO or awaiting a final resolution to their complaints.
* Provided Administrative support to the Project Architect and any other tasks that were required of me.

**Administrative/Litigation Officer at Gbadebo Soetan Chambers –** Akute, Lagos State.

October 2008 – August 2010

* Assisted in drawing up contracts and agreements and gave administrative support by ensuring that counsels were assigned to clients’ cases and other tasks.
* Ensured that the properties the company managed were all maintained and serious issues brought to the attention of the Head of Chambers.
* Provided accounting support by handling the finances of the firm by keeping records of income and expenditure, processing payroll, drawing up targets and also creating avenues for more revenue generation.
* Ensured that the office environment were clean and utilities paid as well as ensured that the necessary stationary were available.

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| **Education** |  |  |
| **The Nigerian Law School** | Lagos Campus, Victoria Island | **Barrister at Law. (BL)** 2008 |
| **University of Benin** | Benin City,Edo State, Nigeria | **Bachelor of Law(LLB)** 2007 |
| **Federal Govt. Girls College** | Akure, Ondo State, Nigeria | **W.A.S.S.C (O Levels**), 2001 |
| **University of Benin Staff School** | Benin City,Edo State,Nigeria | **Primary School**, 1994 |



**Interests**

I have an Avid interest in Performing Arts (Theatre), reading, photography, watching movies and Talk Shows.

**Personal Data**

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|  | Date of birth | 2nd of June 1983 |
|  | Nationality | Nigerian |
|  | Sex | Female |
|  | Marital Status | Single |
|  | Height | 158cm |
|  | Weight | 63kg |

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