**Profile Overview**

Resourceful, reliable and diligent office assistant with extensive experience and solid organizational skills, working in a dynamic office environment. A quick learner who can absorb new ideas, follows directions to the letter, but also able to express opinions and suggest alternatives. I am currently looking for a career advancement opportunity with a company that will allow me to develop my skills & potentials.

**Professional Experience**

Office Assistant

LAH Contracting LLC, United Arab Emirates - November 2014 – Present

Responsible for providing an efficient, professional administrative and clerical service to colleagues, supervisors and manager to facilitate the efficient operation of the office. My achievements in this position includes (but not limited) to the following:

* Slashed PRO/Administration costs 57.95% by changing the company status under Ministry of Labour from Category B to A, while ensuring the continuation and enhancements of services
* Boosted overall efficiency by 30% through providing exceptional support to the manager and co-workers
* Dropped file retrieval time by 35% by the Introduction of a user friendly electronic filing system
* Provided effective backup support to the manager and co-workers
* Balanced account records from inception of company to date
* Created efficient database(s), including easy to use reporting formats for handling requests for information and data
* Cultivated excellent long-term relationships with clients, maintaining ongoing communication and facilitating solutions to address concerns
* Utilized clarity, humor, well defined goals, and a positive work ethic to establish a spirited organizational culture throughout the company
* Increased the work force, fostering both a cohesive and productive team environment without

Office Assistant

Microsystems Communications - August 2011 – September 2014

**Key Skills and Competencies**

**AREAS OF EXPERTISE**: Office procedures

Data management

IT skills

Customer service

Support services

Minute taking

Filing / archiving

**ADMINISTRATIVE ABILITIES**: Meticulousness in keeping records and making reports

Organizing and accurately maintaining of both the electronic and hard copy filing system.

Coordinating activities for optimal efficiency

Providing efficient and professional administrative support

Scheduling meetings and making adequate preparations for them.

Reviewing, analyzing and reporting on periodic expenditures

Broad knowledge of Adobe, Microsoft Word, Outlook, Excel, PowerPoint, Access, Oracle

Handling PRO tasks (Ministry of Labour/Immigration Transactions)

Coordinating and arranging repairs to office equipment.

**PERSONAL ABILITIES:** Attention to detail.

Punctual and reliable

Can work without supervision

Ability to cope and work under pressure

Good written and verbal communication skills

Able to work as part of a team

Having a patient outlook

Ability to multitask and manage conflicting demands

Ability to prioritize tasks

**Educational Qualification**

Covenant University

B.Eng. (Hons) Information and Communications Technology - 2010

Abia State Senior Science School

Senior School Certificate - 2004

Government College

Junior School Certificate - 1999

**OTHER PROFESSIONAL DEVELOPMENT:**

IE Business School: Critical Perspective on Management

Open Training Institute: Strategic Management

Shepherd Holmes: Project Management Professional Preparatory Course Completion Certificate

First Logic, RI 234 NG: Microsoft Certified Technology Specialist

Associate Member – Institute of Professional Managers and Administrators of Nigeria