**UKOH**

**UKOH.336430@2freemail.com**

Marital status: Single

State of origin: Abia State

 Religion: Christianity

**OBJECTIVE:** To work in a more challenging establishment with existing staff and facilities, contributing the best of my ability and quota towards the growth, progress and continuity of the organization in order to attain organizational objectives, achieve managerial goals and target.

**PERSONAL PROFILE:**

* Proven experience as a secretary and executive administrative assistant.
* Full comprehension of office management systems and procedures.
* Up-to-date with advancement in office gadgets and applications.
* Ability to multitask and prioritize daily workload.
* English proficiency and communications skills.
* Discretion and confidentiality.
* Good analytical and interpersonal relationship skills.
* Ability to take up challenges on the job.
* Ability to learn fast and drive towards achieving set goals
* Excellent knowledge in ms office.
* Ability to work alone or as part of a team with little or no supervision

**WORK EXPERIENCE:**

|  |  |  |
| --- | --- | --- |
| **EMPLOYER** | **POSITION** | **PERIOD** |
| Brentwood Multiservices Global Limited | Executive Assistant (Corporate Affairs) | Aug 2016 - till date |
| Dana Group of Companies Ltd | Secretary | Mar 2010 – July 2016  |

**RESPONSIBILITIES:**

* Screening and prioritizing mails.
* Maintain diary, arrange meetings & appointments and provide reminders.
* Supervision of daily activities of staff
* Preparing of statutory/governmental bills
* Produce reports, presentation and briefs.
* Registering vehicles and posting of vehicle details
* Handling request and queries appropriately.
* Acting as point of contact between executives and internal/external clients.
* Develop and carry out an efficient filing system.
* Take dictations and accurately enter datas.
* Reconciliation of bills before payment e.g Dhl, Redstar, lawma etc.
* Researching and typing memos and other correspondence.
* Supervising of despatch riders
* Preparation of monthly stationeries requisition.
* Distribution of cheques to various departments and locations.
* Standing as reliever for admin officer.
* Attending to all other administrative/secretariat duties as assigned.

**EDUCATION:**

|  |  |  |
| --- | --- | --- |
| **SCHOOL** | **DEGREE OBTAINED**  | **PERIOD** |
| University of Lagos (Unilag) | Msc. Industrial Relations and Labour Management | In view |
| University of Lagos(Unilag) | B.Sc. Business Administration | 2015 |
| International Strategic Management Institute | Member | 2013 |
| Grafem computer institute | Diploma in internet services |  2010  |
| Oshodi Comprehensive Senior High School. | West African Senior School Certificate Examination (WASSCE) |  2006 |
| Methodist Primary SchoolMafoluku, Lagos. | First School Leaving Certificate |  1996 |

**COMPUTER SKILLS:**

* Microsoft word
* Microsoft excel
* Outlook
* Powerpoint
* Internet Services

**VALUES:** Integrity, Loyalty and Respect for individuals

**INTEREST:**

* Reading
* Writing
* Meeting people