**AKANJI** [**AKANJI.351853@2freemail.com**](mailto:AKANJI.351853@2freemail.com)

***Objective***

Office Assistant with 3+ years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality. Possesses a B.Sc. in Chemistry and expertise in Microsoft packages. Looking to leverage my knowledge and experience into a role as administrative assistant.

To be part of a competent and highly motivated team with a strong passion for excellent and to make a significant contribution to dynamic and result oriented organization for self development and career advancement in a challenging environment

***Experience***

***Adetunde & Tunde Legal Practitioners (Ibadan, Nigeria)***

***May2013-December2016***

***Position: Office Assistant***

***Duties and Roles***

***Education***

* answer phones and transfer to the appropriate staff member
* greet public and clients and direct them to the correct staff member
* receive, sort and distribute incoming mail
* monitor incoming emails and answer or forward as required
* prepare outgoing mail for distribution
* fax, scan and copy documents
* maintain office filing and storage systems
* update and maintain databases such as mailing lists, contact lists and client information
* update and maintain internal staff contact lists
* co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards
* type documents, reports and correspondence
* organize travel arrangements for staff
* assist with event planning and implementation
* ensure office equipment is properly maintained and serviced
* perform work related errands as requested such as going to the post office and bank
* keep office area clean and tidy

* 2015: **University of Ibadan, Ibadan Nigeria. (B.sc Chemistry)**
* 2006: **secondary School certificate (Nigeria)**

***Personal Profile***

* Quick learner
* Believe in team work
* Problem solving ability
* Proactive and striving for continued excellence.
* Self motivated, dynamic, goal and analytical approach.
* Good communication skill.

***Personal Details***

* Date of Birth 30th May, 1988
* Nationality Nigerian
* Language Speaks English and write fluently
* Visa Status Visit visa (Ready to resume immediately)

***Interest***

Meeting people, Reading, Travelling I love putting considerably amount of energy and enthusiasm into my activities believing this is the best of achieving worthwhile result. I believe in team work to achieve a good success..

***References:*** Available on request**.**