360654@gulfjobseekers.com

**SECRETARY**

*A secretarial position in a dynamic work environment*

**Summary of**

**Professional Experience**

* 6 years of Secretarial and Office support
* 4 years Office administration and Data entry experience

**Core Competences**

* **Application Software** **-** **Web Editing and Updates - Typing skills 80wpm**
* **Data collection and analysis**  **- Cloud technology** **-** **Initiative**
* **Operating Systems**: Windows, Windows Mobile and Blackberry, Macintosh, Android etc
* **Organizational and planning skills - Communication skills - Confidentiality**
* **Office packages:** Office 356 **- Attention to details - Share Point**

**Professional**

**Experience**

***2012 – 2016* BaseSAT Technology Limited**

* **Executive Secretary to MD**

Manage MD’s complex and frequently changing travel arrangements and coordinate pre-planning of trips.

Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.

Maintained office scheduling and event calendars

Composed, typed, and distributed meeting agendas and minutes, routine correspondences and reports.

Set up and handled incoming mail and office filing systems

Develop and maintained alert system for upcoming deadlines on incoming requests, projects, memos and events.

Collected and coordinated the flow of internal and external information

Assisted with team building initiatives and overall support for maintenance of organizational culture and employee morale.

Managed office equipment and office space

■ **ACHIEVEMENTS**

* Learned to operate new office technologies as they were launched and implemented.
* Assumed responsibility of providing new employees with training and orientation.

***2008 – 2011* Multilinks Telkoms Limited**

* **Data Entry Clerk**

Worked simultaneously and efficiently on separate data entry tasks

Kept company database up-to-date and edited it when necessary.

Entered information from important documents into company database with great accuracy

 ***2007 –2008* UBGS Cyber Café (ISP)**

* **Admin Secretary/Data Assistant**

Provide high level administrative support to two senior executives

Prepare correspondence, documents, presentations

Conduct research, organize data and generate reports

Manage schedules and itineraries

Arrange and co-ordinate meetings and functions

Draw up and distribute minutes of meetings

Organize travel arrangements

Liaise with senior management, clients, external providers

Screen, handle and redirect calls

Set up, maintain and improve data management systems

**Education/**

**Training**

***2012*** University of Philippines Open University

**(Certificate) E-learning Management**

***2005*** Kwara State Polytechnic, Ilorin, Kwara State

**HND/Statistics**

***2001*** Bettychard Computer College

**Certificate in Desktop Publishing**

**Cybrary**

*Office 365 Web content management/SharePoint*

**Certifications**

*Backup Academy* ***Backup Academy Certified Professional***

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*Cloud University* ***CloudU Certification***

**Hobbies**

Computer Exploration and Data Collection