CHIOMA CHIOMA.366670@2freemail.com

# SUMMARY

Result driven, profit focused and value added experienced administrative professional with years of private equity experience and commendable results. An inspirational team leader with collaborative and facilitative style, reporting at senior level with experience to provide office administrative and clerical support, including handling confidential information, coordination, planning and support of daily operational and administrative functions. Skilled in operation of personal computer software programs including word processing and spread sheet tools and other standard office equipment. Excellent reception, telephone etiquette, interpersonal and organizational skills. Experienced in meeting planning and travel arrangements.

# KEY SKILLS

* Strong analytical and organisational skills
* Excellent interpersonal, problem solving and conflict resolution skills.
* Excellent telephone etiquette and reception
* High proficiency in use of Microsoft Office suite ;- Microsoft Word, Excel, PowerPoint and Outlook
* Excellent written and oral communication skills and ability to maintain strict confidentiality at all times.
* Effective organisational and time management skills with the ability to work independently with little or no supervision.
* Ability to prioritise multiple tasks as well as excellent multitasking abilities and always result-oriented
* Excellent diary management, meeting/event planning and coordination, travel arrangements and logistics
* Ability to organize and maintain files, books, papers
* Excellent and comprehensive administrative assistance for senior level
* Excellent client and relationship management
* Self-motivated and highly pro-active

# WORK EXPERIENCE

 **EFCP Limited (subsidiary of Exotix Partners LLP UK)**

 Office Manager Jul 2015 till date

* Co-ordinate clients and staff roadshows (meetings in Africa, South Africa, Europe and USA)
* Co-ordinate and manage company events/conferences in Kenya, Kigali, Kampala and Dar-Es Salaam
* Responsible for booking staff and clients travel requirements – flight tickets, visas, hotel accommodation, immigration, car hire and airport meet and greet.
* Maintain and manage office standards and ensure smooth running of the office
* Manage reception and ensure exceptional standards for front office.
* Implementing administrative policies and procedures
* Support all departments with Ad hoc requests
* HR Support – Inductions, new starter profiles, leavers, holiday and absence
* Manage and process suppliers invoices
* Manage Annual Budget for Admin department
* Manage all supplier contracts and maintain relationship, regularly exploring cost saving initiatives, annual tender reviews with suppliers to ensure we always receive the best service at the least expensive cost
* Manage the procurement of all Administrative services while maintaining budget
* Build and maintain good working relationships key contacts and suppliers

**Renaissance Capital – Victoria Island, Lagos** Sep 2009 to Aug 2013

##### Personal and Department / Team Assistant (Contract Staff)

*Provide high-level administrative support to the CEO, Investment Banking, Equity Product Group, Finance & Corporate Services Units.*

Perform a variety of key functions, addressing inquiries of current and potential clients, communicating with Investment Banking department regarding investor-relations initiatives and maintaining investor database. Collaborate with Finance unit to oversee vendor payments and tax deductions and remissions. Prepare meeting agendas and carefully monitor all action items.

Key Duties and responsibilities

* Coordinate complex administrative tasks within assigned component; initiate changes in procedures as needed
* Interpret and explain firm policies and procedures
* Develop and maintain complex spread sheet and databases
* Coordinate variety of meetings and audio/video conference calls
* Organize business trip logistics
* Organize and maintain job, cheque, tax, invoice and debit note files
* Maintain monthly retirement, reconciliation and filing of cash and credit card expenses
* Organize and maintain procurement of office supplies
* Provide weekly and monthly reports of staff trips and guests / client visits

**Nu’Ace Kinetics – Port Harcourt, Rivers State** Jan 2005 to Nov 2008

##### Administrative Support officer

*Served as a support staff to three partners and one principal of Oil-Servicing firm*

Directed all administrative and project support efforts. Conducted in-depth business-development research and compiled results for review by proposal team. Developed presentations and scheduled all executive-level meetings and travel. Prepared bi-weekly time, expense and travel reports. Managed invoicing and billing processes.

* Successfully oversaw license renewal for Oil servicing representatives.

**Intels Nigeria Limited – Port Harcourt, Rivers State** 2001 to 2002

##### Industrial Attachment

*Provide administrative support for the organization.*

Oversaw a wide variety of administrative functions, supporting all director-level projects and information-management processes. Compiled and analysed data from monthly reports to prepare directors’ presentations to executive management .Developed internal correspondence that facilitated effective communication and transfer of information between units.

* Played key role in design of inter-office intranet, collaborating with Web developers to identify and define essential components of site functionality.
* Significantly reduced time required to prepare and distribute quarterly financial reports by spearheading implementation of electronic reporting procedures.

**ACADEMIC QUALIFICATIONS**

B.Tech Mathematics & Computer Science, Federal University of Technology, Owerri 1997 – 2002

Federal Government Girls’ College Calabar. 1993 – 1996

International Secondary School Abia State University Uturu 1991 – 1996

Abia State University Primary School, Aba 1986 – 1990

**OTHER QUALIFICATIONS**

CFA Level 1 candidate

**ADDITIONAL INFORMATION**

Interests: Reading informational materials, health and fitness training, watching football and Lawn Tennis and listening to music

**REFERENCE**

These will be supplied on request.