Destiny

Office/Administrative Assistant

E-mail ID: destiny-393978@2freemail.com

 CAREER OBJECTIVE

Seeking an enriched career in Office Assistance or Administrative Assistance in an excellent and professional office environment where my knowledge, experience and practical skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

PROFILE SUMMARY

Analytical, organized, committed, motivated, neat, personable, and detail – oriented professional with experience coordinating, planning and supporting operational and clerical or administrative functions to excel in an Office/Administrative Assistant role.

PERSONAL DETAILS

Nationality : Nigerian

Date of Birth : 26th October 1989 Marital Status : Single

Visa Status : Visit Visa Language : English

ACADEMIC QUALIFICATION

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| Dates | Qualification | Educational Institution |
| 2011 – 2015 | B.Sc., Medical Physiology. | University of Benin, Benin City, Nigeria. |
| 2003 – 2005 | Senior Secondary School Certificate | Ebe Foundation Secondary School, Benin City, Nigeria. |
| 2006 – 2008 | Junior Secondary School Certificate | Ebe Foundation Secondary School, Benin City, Nigeria. |
| 1998 – 2003 | Primary School Certificate | Ebe Foundation Primary School, Benin City, Nigeria. |

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PROFESSIONAL QUALIFICATION

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| Professional Qualification | Training Institute /professional Body | Date Obtained |
| Certified computer literacy course on: MS Office suite ( MS Word, Excel, PowerPoint), Typing, use of Office Equipment, Window XP, Desktop publishingand computer appreciation | Nigeria | 2nd September, 2016 |
| Certificate of Training on: Business Management and Entrepreneurship, Leadership and Management, Effective Communication, Customer Care, Team Building and Networking, Time Management, StrategicPlanning and Goal Setting. | Nigeria | February, 2013 |
| International General Certificate in Occupational Health, Safetyand Environment (HSE) | England | 8th August, 2014 |
| Certificate in Project Management Professional(PMP) |  | 15th September, 2016 |
| Human Resources Management(HRM) Certificate | Nigeria | 4th May, 2017 |

WORK EXPERIENCE

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| Period: | 2016 – 2017 |
| Position: | **Coordinator,** Economic and Financial Crime Commission (EFCC)Community Development Service Group (CDS) |
| Duties: |  |
| * Scheduling meetings and appointments, handing phone calls, sending and receiving messages.
* Presiding over and coordinating meetings, communicating directives to other executives and receiving feedbacks and reports from them.
* Proper handling and filing of documents, creating documents using MS Word, maintaining proper records.
* Vetting and endorsing minutes of minutes.
* Engendering and maintaining an atmosphere of motivation, diplomacy, empathy, mutual respect, ethical standard, shared vision and team spirit necessary to achieving the group’s goals.
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| * Aligning the group’s activities, finances and manpower towards the accomplishment of the group’s goals in an efficient and seamless manner.
* Coordination of sensitization outreaches and seminars, generation and presentation of reports, Liaising with and submitting reports to the Local Government Inspector (LGI), liaising and mediating between the LGI and the group, conflict resolution.
* Liaised between the clients and the group by communicating and relating with the clients

and group respectfully, courteously, diplomatically, and effectively according to the group’s ethical standard. |
| Period: | 2017 – 2019 |
| Position: | **Office/Administrative Assistant** |
| Duties: |  |
| * Handling phone calls and other communications, typing, printing, photocopying and scanning documents.
* Filing and management of documents, recording information, inventory management, creating, maintaining and entering information into databases.
* Organization and maintenance of the office environment, coordination of procurement and logistics, transcribing hand – written profit and loss account statement into the company’s computer based financial statement management system and preparing month-end financial report.
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 KEY SKILLS/COMPETENCIES

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* Strong internet skills, typing speed of 60 WPM, ability to use standard office communication software such as emailing tools and messenger, ability to use office equipment, good phone manner and strong interpersonal relation skills.
* Ability to write business correspondences, strong written and verbal communication in English Language, strong organizational capacity.
* Multitasking ability, proficient in MS Word, Excel and PowerPoint.

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| LANGUAGE: |
| English |

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| LEADERSHIP EXPERIENCE: |
| Position | Period and Duties |
| **Head boy** | (2006 – 2008). To coordinate students’ activities asdirected by the school’s management. |
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| HOBBIES: | Reading, Socializing, networking, Internet Surfing |
| REFERENCE: | Available upon request |

DECLARATION: I hereby declare that all the information provided herein is true. Copies of my academic and professional certificates can be provided upon request.

