CURRICULUM VITAE

# Personal details

**Names :** Mariam

**Nationality :** Nigerian

**Marital Status :** Single

**Visa :** Visit Visa

**Email :** mariam-395057@gulfjobseeker.com

# **CAREER SUMMARY**

Seeking a position with an organisation, which will allow me to contribute my skilltowards the achievement of my employer’sgoals, while enabling me to learn and grow within the company.

# **PERSONAL**

Communication

Willing to serve others

Polite and friendly

Clean and neat

Team player

Healthy and fit

Able to thrive under pressure

Flexible in working patterns

# **LANGUAGES**

English

**Yoruba**

# **INTERESTS**

Cooking

Outdoor Sports

Environmental Conservation

# **WorK** Experience

**Office assistance**

**2012/2013**

**Office/Administrative Assistant role.**

**Demonstrated capacity to provide comprehensive support for senior-level staff, including managing and coordinating projects and processes in support of effective business operations.**

**Proven track record of accurately maintaining detailed records, generating reports, coordinating meetings, and multitasking within fast-paced atmospheres.**

**Adept at managing and streamlining administrative processes to reduce errors, improve accuracy and efficiency, and achieve organizational objectives.**

**Outstanding interpersonal, customer service, leadership, and organizational skills; thrive within detail-oriented, deadline-driven environments.**

# Education

**2009-2012 Government Science and Technology**

* Technical School Certificate

**2001-2006 Makun High School**

* Senior Secondary School Certificate

**1995-2000 UAMC eleja Primary School**

* First School Leaving Certificate

# PROFESSIONAL QUALIFICATION

**2013 Catering and Hotel Management**

# Training

 **2015 – National Driving License**

# REFEREES

UP ON REQUEST