**BOKOH JOSHUA SOGOTHO**

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**PROFESSIONAL SUMMARY**

Enthusiastic executive assistant with excellent EQ level and skilled time management. Served as freelance assistant to three executives in mid-level firms. Received glowing references from each for resourcefulness.

 **KEY SKILLS**

* Fulfilled daily executive assistant duties, including calendar management, communication, and projecting a compassionate face for the executive.
* Saved an average of 12 hours/week per executive through excellent time management, efficient scheduling and Coordinating Conference Calls.
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint.

**Highlights of Qualifications:**

* Familiarity with office practices and procedures
* Wide knowledge of office filing systems and record keeping procedure
* Ability to coordinate and organize workflow of department projects
* Ability to develop and maintain administration procedures, manuals, and office files
* Ability to provide general clerical and secretarial support
* Ability to update office records, rosters, directories and manuals
* Good communication and teamwork skills
* Strong organization and time management skills

**EMPLOYMENT HISTORY AND ACHIEVEMENT**

**Administrative assistant (Nysc)**

**Bernard Group of company, Kwara | Octo 2021 – Octo 2022**

* Scheduled and coordinated meetings, appointments and travel arrangements for supervisors and managers.
* Demonstrated skills in short-term planning, analysis, problem-solving.
* Communicate corporate objectives across departments.

**Executive assistant**

**Sub Dean, Lagos state university, Ojo | Jan 2019 – June 2021**

* Acting as a first point of contact: dealing with correspondence and phone calls
* Reorganized the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team.
* Diary management, typing correspondence and documents, creating presentations and creating meeting minutes.

**Executive Secretary**

**Triangular concept company, Lagos | Jan 2014 – Oct 2016**

* Manage office organization and general workflow from supporting staff members.
* Maintain partners schedule, keep accurate records and organize travel arrangements.
* Performed administrative duties.

**EDUCATION**

Lagos State University, Ojo (November 2016 – August 2021)

B.Sc. (Hons) Psychology, Second class Honour (upper division)

**CERTIFICATE OF NATIONAL SERVICE (NYSC)**

 (Octo 2021 – Octo 2022

**References**

References are available upon request