

BASSEY, SUSANNA BLESSING

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PROFESSIONAL SUMMARY

I am a motivated and ambitious professional with two years of experience as an executive assistant. I have a proven track record of efficiently handling daily office tasks in a fast-paced and demanding work environment. Thanks to my exceptional interpersonal skills, I am skilled at building solid relationships with colleagues and clients.

SKILLS:

- Proactivity and ability to learn and adapt.
- Analytical skills and good problem-solving skills
- Good communication and interpersonal skills.
- Strong team spirit and positive attitude to work.
- Innovative and creative.
- Honesty and integrity

EDUCATIONAL QUALIFICATIONS

2015- 2022 University of Uyo
Bachelor of Agriculture (Crop Science)

WORK EXPERIENCE

PURETEES LIMITED (November 2021 - April 2023)

Virtual Assistant

- I managed tasks and schedules by setting reminders, creating to-do lists, and sending notifications.
- Organizing appointments and scheduling meetings with clients and members of staff.
- Facilitating communication tasks by initiating and responding to mail
- Provision of personalized recommendations and aiding in employment processes.
- Retrieval of information on various topics across various databases.

VICTORY CHAPEL, UNIVERSITY OF UYO (May 2017 - August 2021)

Volunteer

- Provided administrative support and assistance.
- Engaged in fundraising activities.

- Participated in awareness campaigns.
- Engaged in recruitment and training of new volunteers ensuring they are equipped with the necessary knowledge and skills to carry out their activities.

ECOBANK NIGERIA (October 2017- December 2017)

Marketer

- Conducted market research to understand customer needs.
- Executed marketing campaigns to promote the new products in the bank.
- Focused on acquiring new customers and retaining existing customers.
- Generated reports, and insights and identified areas for improvement to optimize marketing efforts.

REFEREES

Available on request.