**Tessy Uzoamaka Ogbonna**

📍 37, olusoji oladapo str ijegun road by estate junction opposite total filling station

📞 +2348067978757

📧 tessyogbonna770@yahoo.com

**Administrative Professional**

An energetic, accomplished professional with more than six years experience of Virtual Assistant, office and accounting experience. Reputation for effective team management, quality Office administration and strong organizational techniques. Detail-oriented with excellent written/oral communication skills to establish strong relationships and succeed in fast paced environments. Possesses an intuitive and analytical ability and demonstrates talent to provide comprehensive solutions, support. Solid multi-tasking and time management skills.

**SKILLS**

* Time Management
* Attention to details
* Problem solving skills
* Excellent Oral/written communication skill
* Technological
* Good Organizational skills
* Team player
* Reliable
* Flexible
* Client focused

**PROFESSIONAL EXPERIENCE**

**TessyamoreVariety — Owerri, Nigeria 2020 — 2023**

**Executive Assistant**

**Duties:**

* Arrange and co-ordinate seminars, conferences, etc.
* Determine and establish office procedures and routines
* Schedule and confirm appointments
* Answer telephone and relay telephone calls and messages
* Answer electronic enquiries
* Order office supplies and maintain inventory
* Arrange travel, related itineraries and make reservations
* Greet people and direct them to contacts or service areas
* Plan, develop and implement recruitment strategies
* Plan and control budget and expenditures
* Assign, co-ordinate and review projects and programs
* Oversee payroll administration
* Advise senior management
* Plan, organize, direct, control and evaluate daily operation
* Answer and direct calls
* Organize and schedule appointments
* Develop and maintain a filing system
* Manage Obligations to suppliers, customers and third party vendors
* Prepare and send invoices
* Process bank deposit
* Contact customers and send reminders to ensure timely payments

**Lady T Destiny Enterprises — Owerri, Nigeria 2017 – 2020**

**Office Manager**

Overseas different Office functions including, bookkeeping, payroll, and purchasing. Day to day operations supervise 4 front desk operations. Train and mentor new staff employees, promoting optimal customer service and improving service delivery.

* Initiated advertising campaigns which boosted 50 client’s referrals
* Coordinated and presented on the job training programs to promote office staffs level of performance
* Managed administrative staff of 13 personnel.
* Assisted in preparation of regular reports

**EDUCATION**

**Certificate of training in *Administrative Support* • *Alison, United Kingdom* 2023**

***Bachelor of Science in Microbiology* • *Imo state University, Nigeria* 2008 — 2012**

**NYSC – Calabar, Cross River 2014 - 2015**

**Technical Proficiencies: Microsoft word, Excel, Access, Power points etc**

**REFERENCE**

Available upon demand