**AGBO HELEN QUEEN**

 **Email**: queenagbo004@gmail.com

**PROFILE SUMMARY**

I am a young ingenious professional with good administrative, communication and organizational skills with the aim of maximizing results, as well as face new challenges in my career. I possess an applaudable knowledge of administrative and organizational services.

**EXPERIENCE**

**Mediatek Global Services**

Job Title: Administrative Executive(June 2022 till date)

Responsibilities:

* Provide administrative support to executives.
* Overseeing office functions and supervising lower level office employees.
* Performing a variety of clerical and administrative duties with little supervision including answering phones, scheduling appointments, preparing documents and other office duties.
* In charge of the reception, receiving clients and welcoming clients and visitors.
* Monitoring advertisements and campaigns.
* Assist in communicating with TV and radio stations for advertisements.
* Shared insights on event planning, during meetings and ideas on coordination, effective running of the administrative department and handling the company’s information with utmost confidentiality.

Job Title: Front Desk Officer, Executive Trainee (June 2021- June 2022)

Responsibilities and Achievements:

* In charge of the reception, receiving and welcoming clients and visitors.
* In charge of scheduling clients for appointments in the office.
* Assists in making photocopies of documents as required.
* Assists in scanning documents as required.
* Attend meetings both virtual and physical with clients.
* Run errands such as collecting and delivering files.
* Assists in media planning and designing for clients.
* Assists in monitoring campaigns and advertisements.
* Assists in reaching out to vendors for outdoor or out-of-home advertising.
* Assists in goods and services launching for companies/brands
* Assists in reaching out to radio and TV stations for advertisement.

**National Youth Service Corps; ESIRS**

**Job Title: Administrative Intern, Enugu State Internal Revenue Service(March 2020- October 2020).**

**Responsibilities and Achievements:**

* Performed administrative tasks assigned by the administrative head and other top staff.
* In charge of typing and photocopies of documents.
* Was in charge of preparing staff and applicants for promotional interviews and first hand interviews respectively.
* Assisted in meeting with clients for tax payment.
* Errands such as pickup or deliveries of documents.

I was then transferred to another department under the Enugu State Internal Revenue Service, Motor Licensing Authority Department.

 **Title: Motor Licensing Officer, ESIRS.(October 2020- February 2021).**

**Responsibilities**

* In charge of registering new applications for vehicle licensing.
* In charge of printing vehicle licenses.
* Generated reference numbers for license payments.
* Responsible for collection of vehicle license particulars from the Head Office.
* Regular dissemination of information to applicants and newly registered clients for licensing with attention to discretion .
* Utilized my communication skills in maintaining a smooth link between the Board and clients.
* Assisted in sending vehicle license particulars to clients who resided outside the state.

**Achievements**

* With the little knowledge gained, I trained over 10 staff on motor licensing and administrative duties.

**EDUCATION**

*University of Lagos, Lagos state(2015-2019) B.Sc. Political Science*

*CMS Girls' Senior Grammar School (2010-2013) Senior Secondary School Certificate*

**ADDITIONAL SKILLS**

* Good communication skills.
* Ability to work efficiently in a team.
* Collaboration, active listening and leadership skills.
* Time management skills.
* Good administrative and organizational skills.
* Customer service
* Adaptability, ability and willingness to learn.
* Responsibility
* MS Office, PowerPoint(beginner’s level) and Internet skills.
* Ability to make decisions and empathize with customers in a genuine way for the overall benefit of the company.
* Ability to manage resources efficiently to achieve maximum results.

I have certificates as a beginner in Digital Marketing from Google, UI Design from CyberSafe Foundation and Cybersecurity[in view].

**LANGUAGES**: English.

**HOBBIES**: Reading, Sports, Traveling.

**REFREREE:** Upon request.