

**PROFILE/ KEY ROLES**

A resourceful Administrative professional with vast years of experience in organisational operations/ management, assisting high-achieving executives.

Proficient at drafting reports, business correspondence and managing mails. Exceptional leadership skills and ability to streamline workflow to optimize personnel strengths within the team.

**WORK EXPERIENCE**

**Redeemer’s International Secondary School**

Personal Assistant to the Principal - August 2016 – till date

Personal Assistant to the Principal - June 2005 – February 2009

Front Desk Office/ Secretary - January 2003 to June 2005

* Effectively coordinate a team of Administrative Officers towards successful completion of task/ targets.
* Preparing all documentation for recruiting officers
* Providing clerical and administrative support to the Principal and the Head of Administration/ Human Resources Manager.
* Collecting, sorting and distributing any incoming job applications.
* Maintaining accurate and up-to-date employee personnel resource files, records, and documentation.
* Ensuring that administrative, academic and financial records are kept current, accurate and secure.
* Developing employment related records.
* Coordinating holiday pay.
* Following up all human resource calendar activities.
* Negotiating advertising rates with online job boards and newspapers.
* Ensuring the confidentiality of sensitive information.
* Organizing inductions and training for new employees.
* Updating employee records with holiday requests, payroll changes and any leave due to illness.
* Handling new hire paper work and on boarding new staff.
* Responding to letters, emails and general correspondence.
* Managing all correspondences [Drafting and type-setting all outgoing letters]
* Recruitment of junior contract personnel.
* Sorting travel arrangements and compensation/ benefits according to organization's financial policy
* Coordinate entrance examinations, handle all admission processes and registration.
* Responsible for co-planning and implementing programs
* Facility Maintenance
* Responsible for dissemination of information via whatsapp, email and other social media platforms etc.
* Handling inquiries. [Phone calls, emails and walk in’s].
* Design and implementation of strategic marketing for organizational growth.

**Ivory House Solutions limited - January 2014 - May 2016 date**

Training Consultant

* Training school administrative staff on School Customer Care Service.
* Training Pre-school teachers on Montessori Method of education and how creating teaching aids.
* After-training report and observation
* Preschool Curriculum development and restructuring.
* Payroll Administration

**The Scholastic Hall, Opebi - September 2010 – August 2013**

Secretary/ Personal Assistant to the Principal

* Managing all correspondences [Drafting and type-setting all outgoing letters]
* Maintains accurate and up-to-date staff resource files, records, and documentation.
* Ensuring that administrative and academic records are kept current, accurate and secure.
* Handle staff recruitment process
* Responsible for co-planning and implementing all programs
* Responsible for dissemination of information
* Liaise with management to draft policies for student and staff evaluation.
* Handling inquiries. [Phone calls, emails and walk ins].
* Deal with queries [verbal and email] and ensure prompt conflict resolution.
* Generating and planning yearly schedule of activities.
* Training administrative staff on Customer Care Service.

**Fireforte Services Limited, Apapa - March 2009 – July 2010**

Personal Assistant to the Managing Director/ Admin. Officer

* Managing all correspondences [Drafting and type-setting all outgoing letters]
* Ensuring that all documents are kept current, accurate and secure
* On the team that plans all organizational marketing activities
* Handling enquiries
* Payroll administration
* Procurement and inventory of office supplies.

**Pracam Productions Limited - June 2000 to October 2002**

Receptionist

* Managing all correspondences
* Clients service relations
* Handling all enquiries [in person and phone calls]
* General office management

**ADDITIONAL SKILLS**

* Written and Interpersonal communication
* Proficient in the use of Microsoft office and other online applications
* Create positive customer experience
* Event and meeting management

**WORK AWARDS**

**Redeemers International Secondary School.**

* Best Administrative/ Non-Teaching Staff **2004, 2005, 2006, 2007** AND **2008**

**The Scholastic Hall**

* Commitment award [2010]
* Spirit Award [2011]

**EDUCATION**

* The Polytechnic, Ibadan 2010 – 2012

**{Business Administration [Higher National Diploma -H.N.D]}**

* Kwara State Polytechnic 1999 – 2002

**{Marketing [Ordinary National Diploma - O. N. D]}**