

# Zubairu Isah Abbas

Office Administrator



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Abuja/Kubwa/ Nigeria  
16<sup>th</sup> July 1994  
Male  
Single

## ABOUT ME

I am a team player, with the highest ethical standards, and always treating others fairly and with respect. I am a creative and innovative thinker, having a practical approach to problem solving, willing to be accountable, liable, and answerable for actions and decisions, and I have also good Computer skills and the ability to communicate confidently at all levels.

Some of my skills includes;  
IT: Business proficiency in MS Office (Excel, PowerPoint, spss and Word)

## SKILLS



## EDUCATION

B.Sc.  
Salem University Lokoja, Nigeria  
2013-2017

Anny secondary school Kaduna  
Anny Secondary school Kaduna  
2008-2011

First school leaving certificate  
Chosen generation nursery and primary school  
2003-2006

## EXPERIENCE

### Administrative officer

Cryogenics engineering service limited/Abuja, Nigeria/ 2018-2019

My job as an office administrator includes;

- Supporting various departments with administrative work such as updating our CRM, customer accounts and inputting data into spreadsheets
- Managing incoming calls, email enquiries and office visits
- Managing office equipment & refilling office supplies etc.

### Office manager

Outsource global/ Abuja, Nigeria/ 2019-2020

- General office management such as ordering stationery.
- Organizing, arranging and coordinating meetings.
- Assist with invoicing, and bookkeeping.
- Booking flights and travel arrangements for staff etc.

### Administrative officer

Chosen Hotels/ Abuja, Nigeria/ 2020

- Scheduling and tracking meetings and appointments, diary management and arranging appointments, booking meeting rooms and conference facilities.
- Managing incoming calls, email enquiries and office visits