

OBOT DEBORAH UFORO

Lekki, Lagos state, Nigeria

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PERSONAL STATEMENT

As an energetic individual with a background in I am a results-driven graduate holding a bachelor's degree in international relations from Covenant University. With a passion for literature writing and a strong desire to expand my expertise, I am actively seeking opportunities in key Administrative and Human Resource roles to contribute, learn, and strengthen my skill set. A self-motivated individual with adept interpersonal, technical, and resource management skills, I am committed to implementing innovative administrative solutions that enhance efficiency and productivity within any organization. My current objective is to add significant value, foster personal and professional development, and actively contribute to the long-term success of the organization I work with.

EDUCATION

Bachelor of Science: International Relation.
Covenant University, Ota, Ogun State, Nigeria

September 2018 – August 2023

- Second Class Upper (4.10/5 CGPA)

WORK EXPERIENCE

Lagos Events Publicity Brand, Lagos state.

August 2022 – January 2023

Personal Assistant

Responsible for Schedule Management and Customer Relationship Management. Also assist in carrying out periodic research about recent trends in the Lagos events space. Most importantly, manage relationships with clients and brands while developing strategies to grow the blogs engagement and fanbase.

- Assisted manager with periodic research and reports.
- Developed new and interesting content and content development strategies.
- Developed new strategies to grow engagement on the Instagram blog.
- Created and manage sponsored ads.
- Assisted clients with promotions and social media marketing advice Increased social media following and clicks by 200%

Junior Chamber International Nigeria (JCIN), Lagos state.

May 2023 – November 2023

General Secretary (NYSC)

Responsible for overseeing administrative functions, managing communication, and playing a key role in strategic planning for the organization.

- Coordinated administrative activities and fostered effective communication within the JCIN during the NYSC period.
- Successfully managed official correspondence, maintained records, and assisted in organizing events and projects.
- Collaborated with fellow executives to ensure the smooth functioning of JCIN activities and contributed to the overall success of the organization during the NYSC period.
- Demonstrated leadership skills in facilitating meetings, documenting minutes, and supporting the President in achieving organizational objectives.
- Engaged in community service initiatives and leveraged organizational skills to contribute positively to various social impact projects.

Tulcan Energy Resources Limited, Lagos state.

March 2022 – Till date

Admin Assistant/Front Desk Representative (NYSC)

Responsible for welcoming guests, managing inquiries, and appointments, while ensuring a positive and efficient first point of contact between the organization and its visitors. Tasks include administrative duties, communication handling, and collaboration with various departments for smooth operations.

- Manage office supplies, monitor inventory, and place orders as needed to ensure a well-stocked workplace.
- Greet and assist visitors in a professional and friendly manner.
- Handle a high volume of incoming calls and direct them to the appropriate person or department.
- Schedule and coordinate appointments, meetings, and conferences.
- Assist in administrative tasks such as filing, data entry, and document preparation.

ACHIEVEMENTS

Freelance Writer on –Wattpad

January 2018 – Till Date

- Hit more than 60,000 reads on my best story on Wattpad.
- Actively engaged with over 5,000 fans and Readers on Wattpad
- Won best writer award in the Department of International Relations in 2019

SKILLS

Business Skills: Customer service, admin management, conflict resolution.

Technical Skills: Proficient user Microsoft office (PowerPoint, Excel, Word).

Soft Skills: Attention to detail, teamwork, people skill, interpersonal skills, organizational skill, communication skills, and adaptability.