

# EKEMINI ANTHONY OBOT

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## SUMMARY

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- Energetic self-starter with experience in administrative duties and Customer relations
- Excellent at providing exceptional service to Managers, Administrators and clients; exceptionally skilled in handling administrative tasks, data entry and customer relationship management.
- 3+ years experience in an Administrative Assistant role with enhanced management and administrative skills.

## EDUCATION

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**Akwa Ibom State University** – Akwa Ibom State, Nigeria  
BA, History and International Relations

**May 2015 – December 2018**

## WORK EXPERIENCE

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**Administrative Assistant/HR Officer**

**January 2022 - to date**

**Daveshoope Webmasters Inc.** – Uyo, Nigeria

- Organise and maintain soft and hard copy files and client data records, including company records.
- Prepare and edit documents, including correspondence, reports and presentation slides
- Provide support to customers' concerns and inquiries via phone calls and instant messaging
- Create and manage client's data on subscribed software

**Secretary/Administrative Assistant**

**July 2020 - August 2021**

**Children International Nursery and Primary School** – Calabar, Nigeria

- Collaborated with peers to plan and successfully execute a one-day event to cater for the homeless kids in our community-building program that created a positive feeding exercise for 100+ homeless children.
- Skillfully managed administrative responsibilities for the welfare of 47 staff including money collection and remittance, sales reports, and handling confidential information with outstanding feedback ratings.
- Created the minutes of meetings held during the Parent Teachers Association (PTA) at each session to keep everyone up-to-date
- Created periodic newsletters sent out to parents and stakeholders at the beginning of each term.

**Front Office Receptionist**

**June 2019 - July 2020**

**Gokana Local Government Council** – Gokana, Rivers State

- Created a working filing system for staff records
- Influenced the organisation of the Gokana Women Association (GWA) 5th Forum that brought together 300+ women driving social and economic change in Gokana.

## SKILLS

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• Email/Calendar management	• Attention to detail	• Microsoft Office	• Communication
• Data entry	• Customer Support	• Organisation	• Google Suite

## CERTIFICATION

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- Certificate of Completion with Honours in ALX Virtual Assistant Programme (2022)

Validation URL: <https://www.virtualbadge.io/certificate-validator?credential=cer-6a5d7f5a-776b-4528-97f1-d53d4bec>

- Certificate of Graduate Internship in International Development: Dataville Research LLC (2020)

Verifiable at: [institute@datavillegroup.com](mailto:institute@datavillegroup.com)