

PAUL ISAIAH



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Languages

English
Idoma

Hobbies

- Playing Football
- Jogging
- Writing
- Reading

Summary

As a skilled programmer and Administrative assistant, I bring a unique blend of technical expertise and administrative capabilities to support businesses and individuals in their digital endeavors. With a strong background in programming languages such as JavaScript, and HTML/CSS, I am proficient in developing and maintaining web applications, optimizing website functionality, and implementing automation solutions.

Skill Highlights

- MS Word
- MS Excel
- Google Workspace
- Html/CSS
- JavaScript
- Asana
- Trello
- Google Calender/Calendly

Education

- ❖ University of Abuja 2019
- ❖ Shaw Academy 2020
- ❖ De- Master Computer 2016
- ❖ Lizdav Academy Secondary Schools 2015
- ❖ Akeje Nursery and Primary School 2009

Certifications

- ❖ BSc Accounting 2019
- ❖ Professional Certificate in Front-End Development 2020
- ❖ Microsoft Office Specialist (MOS) 2016
- ❖ Senior Secondary School Certificate (SSCE) 2015
- ❖ First School Leaving Certificate (FLSC) 2009

Achievements

- ❖ An employee of the Month, Bible Society of Nigeria (BSN)
- ❖ Top Performer, Precious Healthcare Ltd, 2021
- ❖ Outstanding Achievement in Customer Satisfaction, 2019

Employment

2020 – 2022 Virtual Office Assistant Precious Health Care's Ltd

Main duties performed:

- ❖ Handling incoming calls within specific departments and redirecting them accordingly.
- ❖ Efficiently managing incoming and outgoing mail, ensuring timely deliveries.
- ❖ Crafting documents, maintaining databases, and sending essential communications.
- ❖ Organizing logistics for meetings, conferences, and travel arrangements.
- ❖ Facilitating office errands and external deliveries to maintain operations.
- ❖ Systematically collecting, organizing, and storing office documents, including confidential records.
- ❖ Managing secure digital document filing, encompassing encrypted documents and email records.
- ❖ Supervising office supplies inventory and managing orders.
- ❖ Transcribing and capturing meeting content, while also drafting minutes, memos, and agendas.
- ❖ Contributing to financial operations by assisting with invoicing, estimates, and basic bookkeeping tasks.
- ❖ Coordinating packaging and shipping of company materials.

2019 – 2020 Virtual Administrative Specialist Bible Society of Nigeria (BSN)

Main duties performed:

- ❖ Managing various administrative tasks, including organizing and dispatching mail.
- ❖ Monitoring office supplies inventory and procuring new resources when necessary.

- ❖ Organizing and preserving records for seamless accessibility.
- ❖ Extending a warm welcome to virtual visitors and creating a hospitable virtual environment.
- ❖ Attending to incoming phone calls and effectively relaying messages.
- ❖ Facilitating the smooth operation of remote office functions.
- ❖ Coordinating appointments, sending meeting invitations, and maintaining schedules.
- ❖ Demonstrating adaptability to accommodate new tasks promptly.
- ❖ Employing strong interpersonal skills for effective communication.
- ❖ Exhibiting exceptional time management to optimize productivity.
- ❖ Delivering high-quality customer service through remote channels.

2018 – 2019 Customer Services Support Oreistudio

Main duties Performed:

- ❖ Handling incoming calls within specific departments and redirecting them accordingly.
- ❖ Efficiently managing incoming and outgoing mail, ensuring timely deliveries.
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2014 – 2018 Security/ Operative Sheriff Deputies

Main duties Performed:

- ❖ Monitor the premises and be alert for any signs of suspicious activity or potential security threats.
- ❖ Patrol the area to deter criminal activity and ensure the safety of people and property.
- ❖ Control access to the premises by verifying the identity of visitors, checking credentials, and monitoring entry and exit points.
- ❖ Respond to alarms and other security incidents and take appropriate action as necessary.
- ❖ Report any incidents or unusual activity to supervisors or law enforcement authorities as required.
- ❖ Maintain accurate records of incidents, accidents, and any other occurrences that may impact the security of the premises.
- ❖ Provide a visible presence to deter criminal activity and reassure the public.
- ❖ Provide customer service by answering questions, providing directions, and assisting visitors as necessary.
- ❖ Monitor and control the movement of people and vehicles on the premises.
- ❖ Conduct searches of people and vehicles entering or leaving the premises as necessary.
- ❖ Operate security equipment such as CCTV cameras, metal detectors, and X-ray machines.
- ❖ Enforce rules and regulations on the premises, such as no smoking or no loitering.
- ❖ Provide first aid and emergency assistance to people in need.
- ❖ Assist law enforcement authorities with investigations or other matters as necessary.

SKILLS AND KNOWLEDGE

- Ability to pay close attention to details
- Creative and innovative in problem-solving / good listening skills
- Flexible/adaptable and able to work with diverse groups of people
- Analytical and critical thinking abilities
- Ability to work under pressure

REFEREE:

Mr. Paul Peter Adakole
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