



JULIET ORAKWUE

Administrator/Executive/Personal Assistant/Human Resources/Customer Care/Relations

Experience: 6 years | **Available:** Immediately | **Location:** Lagos

juliet.orakwue.ify@gmail.com |
+2348083723640

ABOUT ME



As a highly observant, dynamic, organized and energized young individual, I am confident in my ability to perform in the role of an administrator, executive/personal assistant, office manager, customer care personnel or even a human resource person in your organization. After graduation from the University Of Port Harcourt, I worked as a church administrator and office assistant in one of the branches of Dominion City church in Port Harcourt while I learnt craft works and did business. After which I worked as a personal assistant at NJB Exclusive Resources Limited, then NYSC came and prompted my relocation to Lagos where I worked full time as an administrator in Dominion City Ojo Alaba 2, thereafter, worked as the head Administrator in one of the subsidiaries of a Pharmaceutical Company, Al-Tinez Pharmaceutical Limited.

With a strong passion to serve others and the experiences that I have acquired in the different offices that I have served and people's businesses that I have managed, I am confident that I can excellently execute the role of an administrator, executive/personal assistant, or a human resource person even as I strive to provide accurate work environment, good communication, professionalism and an error-free service. With the knowledge of how valuable an administrator, executive/personal assistant, office manager, customer care personnel or even a human resources person can be to an organization or an Executive or CEO who has bigger mountains to crush other than running errands and scheduling meetings, the most enjoyable part about being an administrator, executive/personal assistant or a human resource person is in the service to others.

WORK EXPERIENCE



Al-Tinez Pharmaceutical Company

Mid level | Admin

Lagos, Nigeria

2022-07-01 | 2023-04-01

- 1-Checking Inventory.
- 2-Store/warehouse keeping.
- 3-Attending to auditors requests.
- 4-Handling reps sales ledger.
- 5-Daily back up of whatever was done on the QuickBooks software.

- 6-Distribution of products to sales/medical reps after getting approval from the marketing manager.
- 7-Creating invoices for products sent.
- 8-Regular checking and taking of stock balance.
- 9-Calling the logistics company for product pick up when necessary.
- 10- Reporting cases of damaged or spoilt products to the management.
- 11-Overseeing the general office activity.
- 12-Seeing to proper maintenance of office appliances.
- 13-Creating a balanced system in the subsidiary for a good working environment.
- 14-Seeing that the necessary office bills are paid

Dominion City

Entry level | Administrator

Lagos , Nigeria

2021-01-01 | 2022-04-01

- 1-Provide administrative support & create a running system
- 2-Do a proper record & book keeping
- 3-Plan, organise projects & programs as well as raise funds to support the course of the work
- 4-Train others on how to perform in their given roles
- 5-Handle some courses in the church school program
- 6-Stock the office when there is need to
- 7-Create roaster for different activities held
- 8-Co-ordinating different departments to ensure efficiency

Oghe Community Secondary School(NYSC)

Volunteer, internship | Science Teacher

Agenebode, Auchu , Nigeria

2019-11-01 | 2020-10-01

- 1-Prepare lesson notes.
- 2-Encourage Scientific thinking and develop students scientific habits.
- 3-To effectively implement classroom management practices.
- 4-Use normal things to teach science for better understanding.
- 5-To encourage and bring out the best in every student.
- 6-Setting assessment and overseeing examination.
- 7-Monitor and evaluate students.
- 8-Making my students aware of the realities of life.

NJB Exclusive Resources Limited

Mid level | Personal Assistant

Lagos , Nigeria

2019-02-01 | 2019-11-01

- 1-manage day to day activities and schedule for my boss.
- 2-make travel plans and book flights.
- 3-take minutes for my boss during meetings
- 4-answer calls and respond to messages, unless otherwise stated
- 5-being discreet with personal informations relating to my boss
- 6-serving my boss based on his likes and dislikes

Dominion City

Entry level | Administrator
Port Harcourt , Nigeria
2018-08-01 | 2019-01-01

- 1-Provide administrative support & create a running system
- 2-Do a proper record & book keeping
- 3-Plan, organise projects & programs as well as raise funds to support the course of the work
- 4-Train others on how to perform in their given roles
- 5-Handle some courses in the church school program
- 6-Stock the office when there is need to
- 7-Create roaster for different activities held
- 8-Co-ordinating different departments to ensure efficiency

Health Fountain Hospital

Graduate trainee | Assistant Laboratory Scientist
Port Harcourt , Nigeria
2017-07-01 | 2017-12-01

- 1-Get samples from patients, test samples and gather results.
- 2-Gather history from both in and out patients.
- 3-Organizing the laboratory environment.
- 4-Keep records of both in and out patients.
- 5-Report data and compile information into graphs and documents.
- 6-Research and process specimens.
- 7-Disinfect and clean the work area and equipments.

EDUCATION



University Of Port Harcourt

Degree | BSc

JOB SKILLS



Good in Microsoft Office
suite,

Good leadership
skills,

Proper record and book
keeping

Excellent communication
skill,

Great interpersonal
skill

Telephone and negotiation
skill

Quick decision making

Good team

Customer & supplier;

skill

player

relationship

Active & attentive listener

LANGUAGE SKILLS

English

English



ASSOCIATIONS

Youth and singles forum: Admin



CERTIFICATES & AWARDS

Project Management: Certificate | 2020

Human Resource Management: Certificate | 2020

Administrative Officer: Certificate | 2022

