



Godsglory Sunday

ADMINISTRATIVE ASSISTANT

CONTACT

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SKILLS

- Interior Decorating
- Time Management
- Control of Expenses
- Greet Guests
- Cash Management
- Customer Service
- Proper Phone Etiquette
- Employee Retention
- Public Relations
- Client Satisfaction
- Order Supplies
- Stock Maintenance
- Personal Security
- Meeting Planning
- Strong Problem Solver
- Project Planning
- Mail Sorting

CAREER OBJECTIVE

Highly organized and motivated personal assistance professional with experience providing excellent administrative and organizational support to executives, entrepreneurs, and high net-worth individuals. Proven ability to manage multiple tasks simultaneously while meeting tight deadlines and achieving organizational goals. Adept in using technology and software to create and maintain efficient workflows. Thrives in a fast-paced environment and excels at providing exceptional customer service.

EXPERIENCE

March 2023 - September 2023

Personal Assistant

Judge, Abeokuta , Ogun

- Ran errands and picked up goods to meet staff needs.
- Coordinated office activities to ensure efficient workflow of daily operations.
- Managed travel arrangements for executive staff, booking flights and accommodations as needed.
- Scheduled meetings and appointments for senior-level staff members.
- Prepared expense reports and tracked budgets.
- Made travel and dining arrangements for company members.
- Prepared expense reports for executive staff members in a timely manner.
- Communicated well with clients in writing, by phone and in person.
- Created unique customer experiences, providing excellent service and attention to needs.
- Attended educational events and seminars to improve and develop skills.

May 2021 - December 2022

Office Assistant

Acaste furniture , Ikeja , Lagos

- Answered incoming calls promptly and professionally; took messages or transferred calls to appropriate personnel.
- Greeted visitors in a professional manner and provided assistance when necessary.
- Performed data entry tasks with accuracy and speed utilizing MS Office applications such as Word, Excel, PowerPoint.

December 2018 - January 2020

Sales Supervisor

Wow shawarma , Ogba, Lagos

- Resolved customer complaints promptly in a professional manner while ensuring high standards of service quality.
Took initiative to increase selling skills among team members.
- Monitored calls and performance stats to provide individual sales representative feedback.
- Led, directed and motivated sales team to achieve corporate sales objectives.
- Built relationships with vendors and suppliers to support product availability.

February 2017 - December 2018

Secretary

Grace Community Technology , Ikeja, Lagos

- Answered incoming calls promptly and professionally, routing messages as