

OKORIE STANLEY MADUABUCHI

Badore, Ajah Lagos.

okoriemmadu@gmail.com

Tel: 08164469938.

D.O.B: 12TH October.

OBJECTIVES:

I am an ambitious, dedicated and hard – working personal assistant who has a passion for business operations. I have good people skills and find it easy to communicate with others. I have the ability to troubleshoot and solve complex problems as well as leadership skills in order to manage a group with a good experience of having a wide level of responsibilities in monitoring and maintaining records.

EXPERIENCE:

SWIFT NETWORK LIMITED, VICTORIA ISLAND, LAGOS.

2022 – Till Date

Personal Assistant

Duties:

- Schedule meetings and manage calendars.
- Answer phone calls and emails and take messages.
- Take accurate and comprehensive notes at meetings
- Help with daily time management.
- Run errands as requested.
- Plan travel, including flights, accommodation and ground transportation.
- Coordinating events and speaking engagement.
- Draft correspondence such as emails and letter.
- Manage schedules.

EDUCATION CORPORATION SOCIETY, NSUKKA.

2017 – 2019

Personal Assistant

Duties:

- Booking of appointment.
- Provide administrative support to society and enhance office effectiveness.
- Handling communication with clients.
- Maintain records and provides support to the members.
- Acting as the point of contacts to the body of the corporation.
- Act as point of contact between the manager and the internal/external clients
- Manage diary and schedule meetings and appointments.
- Take diction and minutes.
- Devise and maintain office files.

EDUCATION:

UNIVERSITY OF NIGERIA, NSUKKA.

2016 – 2021

Biology in Education (BSC)

UNION BOYS SECONDARY SCHOOL, EUNGU STATE.

2007 – 2013

Senior Secondary Certificate Examination (SSCE)

CERTIFICATION:

NATIONAL YOUTH SERVICE CORPS.
(NYSC)

2022 - 2023

ALX SOFTWARE ENGINEERING PROGRAM.

2022 - 2023

SKILLS:

- Active listening and good communication skills
- Interpersonal skills
- Problem solving
- Strong interpersonal skills
- Strong time – management skills
- Tech – savvy and experience with word processing and email programs
- Multitask skills
- Leadership skills
- Organizational skills
- Customer service

HOBBIES:

- **Writing**
- **Reading**
- **Traveling**
- **Meeting people and listening to news**

REFEREES:

Available On Request