

**EMMANUEL ODEJIDE**  
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**BENIN CITY, EDO STATE.**

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## **PROFESSIONAL SUMMARY**

Experienced personal Assistant with 9 years of expertise in **telecommunications** and **personal assistant** roles, delivering exceptional administrative and customer support. Adept at managing complex schedules, coordinating meetings, handling customer inquiries, and providing proactive assistance to executives and teams. Known for strong **communication** skills, time management, and the ability to handle multiple tasks with precision and care. Proficient in **social media management**, **problem-solving**, and maintaining efficient workflows in remote environments. Committed to providing outstanding service and support to drive business success.

Currently seeking to contribute to the **Education Outcomes Fund (EOF)** as a Learning & Engagement Intern, supporting knowledge-sharing initiatives to advance global education outcomes.

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## **CORE COMPETENCIES**

- Calendar & Email Management
- Customer Service & Support
- Social Media Management
- Research & Report Preparation
- Microsoft Office & Google Workspace
- Communication & Interpersonal Skills
- Report Writing & Documentation
- Research & Data Organization
- Cross-Cultural Sensitivity
- Knowledge & Information Management
- Communication & Stakeholder Engagement
- Administrative & Project Support
- Confidentiality & Integrity

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## **PROFESSIONAL EXPERIENCE**

### **Administrative Assistant and Personal Assistant**

***JONONBS CONCEPT WORLD***

**[Feb 2017 – Dec 2022]**

- Managed day-to-day communication with clients via physical, email, chat, and phone.
- Scheduled meetings, organized virtual events, and coordinated travel logistics.
- Created and managed content calendars for social media platforms.
- Assisted with basic bookkeeping and invoice generation.
- Supported executive team with calendar scheduling, meeting coordination, and email correspondence.
- Conducted online research and compiled findings into organized reports.
- Prepared and formatted documents, presentations, and spreadsheets.
- Provided customer service support to clients and resolved inquiries promptly.
- Provided executive-level support, including scheduling, correspondence, and meeting preparation.
- Assisted in coordinating projects, preparing reports, and maintaining organized records.
- Strengthened communication between senior management and external partners.
- Implemented organizational systems that improved efficiency and internal workflows.

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## **EDUCATION**

### **Bachelor of Political Science (B.Sc.)**

University of Benin, Benin City, Edo State.

Year of Graduation: 2025

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## **TECHNICAL SKILLS**

- Microsoft Office Suite (Microsoft Word, Excel, PowerPoint)
  - Google Docs, Sheets, Calendar
  - Zoom, Slack, Skype
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## **LANGUAGE**

- English – Fluent
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## **REFERENCES**

Available upon request.