

OBINWANNE FAVOUR IJEOMA

ROLE : ADMINISTRATIVE ASSISTANT

☎ 09021399698 ✉ obinwannefavour@gmail.com

PROFESSIONAL SUMMARY

Passionate and Creative computer science graduate with exceptionally communicative ability, a year of corporate experience in store and warehouse management and six months internship on Web development. Proficient in using MS Office including Microsoft excel, Microsoft word and Microsoft PowerPoint. Also understand the basic in and out of Systems Applications and Products (SAP) Software, I am looking to join an organization where the opportunity for growth and personal development is embraced, so that I can utilize my technical skills, learn new skills while achieving organizational goal and working closely with people of different background and personalities.

EXPERIENCE

Web Developer Intern / Customer Service Rep

Lead Web Praxis Media

Befs Plaza, Utako Abuja, Nigeria. (Oct 2021 – March 2022)

- Handled social media accounts of over 14 clients and managed websites of about 8 clients.
- Provided contents for graphic designs of clients.
- Made research on potential clients, reach out to them and converted them to prospective clients.

Data Entry and Audit Manager

African Truckers Limited

Happy Home, Kirikiri Town Lagos, Nigeria. (March 2022 – Present)

- Spearheaded all data entry and responsibilities for the organization.
- Performed data entry for all invoices, mailings and POs with over 90% accuracy using Systems Applications and Products (SAP) Software.
- Audited all data entries made, then filed and documented all audited files in order that made it easy for future references.
- Used MS Office daily, majorly Excel and Microsoft word.
- Made daily general reports on the usage of company's resources such as AGO – Diesel, Petrol, Steering Oil, Engine Oil, Gear Oil and Tire.

PERSONAL INFORMATION

Sex: Female

Address: 7, Fasasi Street Olodi – Apapa, Lagos State, Nigeria.

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EDUCATIONAL BACKGROUND

Methodist University College Ghana. | Accra, Ghana.

B.Sc.: Information Technology.

Year: 2017-2021 (First Class)

Mavir Leaders College Nigeria. | Lagos, Nigeria.

O' Level (WAEC) Certificate.

Year: 2010-2016

SOFT SKILLS

- Good Communicative and Interpersonal skills
- Good Analytical and Numerical skills
- Efficient in Microsoft Office
- Documentation and Presentation
- Critical Thinking and Problem Solving skills.
- Time Management Skills with Good Attention to Details.

REFERENCES

Mr. Onyenaturuchi Joseph

Manager,

United Bank for Africa PLC (UBA)

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Mr. Alexgreat Akhigbe

CEO,

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