

PROFESSIONAL SUMMARY

Dedicated, proactive and hardworking administrative professional offering excellent communication, planning, and prioritization skills demonstrated through 3 years of performance. Skilled at drafting reports and business correspondence, managing mail, updating tracking spreadsheets and analyzing sales trend over time. Exceptional leadership skills with expertise in streamlining workflow to optimize personnel strengths.

SKILLS

- Administrative management
 - Strong data Visualization skill
 - Pattern recognition/Presentation design
 - Proficient in data cleaning
 - Proficiency with Microsoft office
 - Strong analytical skills
 - Project planning
 - Relational Database & SQL
 - Proficiency with spreadsheet, SQL, R, PowerBi
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WORK HISTORY

2017 to 2019 Administrative Officer

Remo Commercial International Limited – Ogun state

- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
 - Communicated corporate objectives across all divisions through regular correspondence and scheduled status updates.
 - Interpreted management directives to define and document administrative staff processes. Produced highly accurate internal and external memoranda.
 - Created and updated database to determine sales revenue
 - Maintained a sustainable relationship with superior and subordinate to ensure effective communication.
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EDUCATION

Higher National Diploma: Mathematics & Statistics	11/2020
Akanu Ibiam Federal Polytechnic – Unwana	

CERTIFICATIONS

Junior Data Analyst (<i>Google Africa</i>)	-	2022
National Youth Service Corps	-	2022
First Aider Training	-	2013

PROFESSIONAL MEMBERSHIP

- West Africa Young Statistician
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VOLUNTEER EXPERIENCE

- Woman Without Limit – Nonprofit organization
 - Elevating young and old in desperate situations.
 - Organize seminars.
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REFERENCE

Available on request.