

OGECHI OFFORDILE

📍 Enugu, Nigeria

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EXECUTIVE SUMMARY

An office administrator with good project management skills, a good customer service ability, a strong attention to details, excellent communication, and analytical nature person. Achieving a perfect result in any organization by effective management of resources and time, creating solutions to problems and not letting my personal interests conflict with that of the organization.

Core skills

- Positive attitude towards work and learning.
- Ability to work with team.
- Customer Service
- Analytical.
- Competency in English language.
- Attention to Details.
- Microsoft Office Package Proficiency
- Positive attitude towards growth and development.
- Proven experience building excellent client relationships.
- Active Listening.
- Data visualization.
- Adaptability.

Education and Certifications

06/2018- 06/2021	Higher National Diploma (HND) in Taxation Federal Polytechnic Nekede, Owerri
05/2015	National Diploma (ND) in Taxation Federal Polytechnic Nekede, Owerri

Employment History

01/03/24 – till date	Enugu State House of Assembly
Position Held:	Secretary

- 1. Managing Correspondence:** handling incoming and outgoing communications, such as emails, letters, and phone calls. ensuring timely responses and proper organization of correspondence.
- 2. Scheduling and Coordination:** managing calendars, schedule appointments, and coordinate meetings and events. ensuring that schedules are organized efficiently and that all parties involved are informed.

09/2021-05/2022

SWAT continental Services LTD, Enugu Position Held:
Accountant

- Developed a budgeting system to monitor spending and ensure compliance with organizational goals.
- Developed and maintained an accurate and up-to-date accounting system that tracked expenses, revenues, and profits.

01/2017 – 12/2017

Umuchinemere pro credit micro-finance bank, Enugu Position Held:
Cashier

- Handling customers complain calmly and professionally, resolving customer issues in a timely manner.
- Learnt and followed all stores Policies and procedures, resulting in fewer mistakes and improved customer services.

Internships and other Volunatary Experience (NYSC)

06/2022 – 05/2023

Community primary school, Afaha, Eket, Akwa ibom
Class Tutor

Position Held:

- Collaborated with colleagues to develop and implement new approaches to teaching that improved students' performance.

06/2022 – 05/2023

National Drug Law Enforcement Agency (NDLEA), Eket, Akwaibom State
Volunteer

Position Held:

- Developed and implemented a successful NDLEA recruitment and registration strategy, resulting in a 95% decrease in drug abuse engagement in Eket.
- Developed a drug abuse sensitization program that increased the knowledge of the bad effects of harmful drug abuse by 95%

Courses and Certifications

01/02/23- 20/12/23

Google Data Analytics
Coursera

Interests

Traveling, Learning, Reading, Music

References will be available upon request.