

Joseph Eromosele Ogbeta

Edo State | 09131280230 | j.e.ogbeta@gmail.com

Resourceful and solution-focused individual with experience in administrative support and customer service. Skilled in handling client inquiries, managing records and supporting office operations, proficient in Microsoft Office Suite with certifications in Entrepreneurship and Computer Appreciation. Currently pursuing a degree in Accounting at the University of Benin.

PROFESSIONAL EXPERIENCE

Clerical Officer | Edo Jobs, Benin | June 2022 – December 2022

Handled and maintained accurate filing systems and records.
Prepared, sorted and distributed incoming and outgoing correspondence.
Supported the preparation of presentations and official documents.
Managed office supplies and ensured a well-organized work environment,

Virtual Assistant | Piogate Solutions, Lagos | November 2022 – January 2023

Provided administrative support to clients, managed emails, calendars and scheduled meetings to ensure efficient daily operations.
Utilized tools such as Microsoft Office, Google Workspace, Zoom and Notion for task management and communication.
Ensured confidentiality and professionalism in handling sensitive client information.
Support office operations and collaborated with team members.

Office Assistant | Piogate Solutions, Lagos | April 2022 – November 2022

Managed filing systems (physical and electronic) to maintain organized and accessible records.
Assisted with scheduling meetings, preparing agendas, and coordinating logistics for office events.
Maintained a clean and professional office environment, supporting daily operational needs.
Handled incoming calls, emails and correspondence, directing inquiries to appropriate departments.

EDUCATION

B.Sc Accounting | University of Benin | June 2021 – Present

SKILLS

Administrative Support
Customer Service and Communication
Time Management
Team Collaboration
Problem-Solving and Critical Thinking
Attention to Detail
Adaptability and Quick Learning

TOOLS

Microsoft Office Suite
Google Workspace
Notion
Zoom
Slack

CERTIFICATIONS

POISE entrepreneurship skills development
GIZ/SEDIN entrepreneurship skills development
Computer Appreciation (Edojobs)

REFERENCES

Available on request