

PROFILE

- ▣ Possesses excellent interpersonal skills and the ability to communicate and negotiate concisely and articulately at all levels
- ▣ Ability to assimilate new concepts and adapt to change
- ▣ Attentive to detail with a practical approach to problem solving and the organization required to ensure that deadlines, budgets and objectives are achieved
- ▣ Enjoys being part of a successful and productive team and thrives in highly pressurized and challenging working environments
- ▣ Self-motivated and target oriented

CAREER OBJECTIVES

To be a highly competent professional with well-developed organizational skills and ensure optimal return on organization's resources and timely delivery of any project assigned to me.

PERSONAL INFORMATION

Sex: Female
Marital Status: Single
State of Origin: Abia State
Place of Birth: Kaduna, Nigeria
Nationality: Nigerian
Confession: Christian

HOBBIES

Reading inspirational, Singing (currently a chorister), listening to music, and meeting People

CHIBUOTU LUCKY CHIAMAKA

4 Ado Ibrahim Street Sabo Yaba, Lagos.

Tel: 07067388008, 09058203139

Email: amakasilva@gmail.com or chibuotuamaka@gmail.com

EDUCATIONAL BACKGROUND:

Avonipupe Nur/Pry, Ubakala, Umuahia Abia-State First school leaving certificate (FSLC)	1995-2000
Pettella Secondary School, U/Romi Kaduna Senior secondary school certificate (SSCE)	2001-2007
Scholak Resources Information and Communication Kaduna Computer literacy class	2007-2008
St. Louis School of Midwifery, Kaduna Nursing	2012-2014
Yaba College of Technology, Yaba, Lagos (OND)Ordinary National Diploma Computer Science	2016 - 2017
National Open University Of Nigeria, Lagos State B.SC Accounting	2018-2023

WORK EXPERIENCE

2016-Till date NCIC OIL SERVICES LIMITED. POSITION HELD: **BUSINESS LIAISON/ ASSISTANT ACCOUNTANT**

- Drafting, filing and sending of letters and proposals
- Monthly payment of Government Obligation such as: Filing of tax and making tax payment/financial audits.
- Optimize content for the website and social networking channels such as Facebook, Twitter, Instagram, etc.
- Interact with client
- Reconcile invoices and identify discrepancies.
- Create and update expense reports.
- Check spreadsheets for accuracy/ reconciling bank statements.
- Documenting of information from field work
- Prepare bank deposits.
- Sending waybill and invoices to client's
- Go for sites inspection
- Preparation of payrolls and annualized payrolls
- Develop and manage company website handle and digital marketing across social media platforms.
- Maintain digital and physical financial records.

2014-2016: SOLTRAG & DESTINY HOTEL LTD POSITION HELD: **ADMIN ASSISTER**

- Oversee the daily operations of the spa, gym and hotel: including creating employee schedules, Setting up appointments for clients and maintaining client database.
- Receiving and attending to guests and clients, answer any question and concerns.
- Checking guests in and out using a computerised system, issuing of keys: ensuring directions or a Porter show them to their accommodation, keeping accurate records of guests that have arrived.
- Taking reservations by telephone or emails.
- Preparing of bills and dealing with payments.
- Maintaining an orderly front desk.
- Worked to effectively manage staff members to encourage a productive and happy environment.
- Fostered positive rapport with customers
- Communicating with vendors regarding products to be use in the spa.
- Maintaining guest records, book reservation.

2011–2012: SYLVESTER UNOAKE & ASSOCIATE HELD: PERSONAL ASSISTANT.

- Presenting a professional and friendly first impression of the company to all visitors and clients
- Managing phone calls and emails.
- Maintain and update company database of Clients, staff and artisans.
- Manage and schedule of MD meetings, calendar, arrange travel documents, booking of hotel flight for MD and staff.
- Oversees day to day activities of the office and supervise the work of employees in supporting roles including assigning of workload and monitoring employee performance
- Assisted in providing support to the office, managing director, business manager and project Manager
- Ensuring staff management and welfare effectively.
- Preparing of weekly and monthly reports.
- Maintaining and organizing the company filing system.
- Typing all necessary documents, printing and directing them to appropriate quarters
- Handled clients and employees enquiries promptly and continuously through telephone, emails and face to face communication
- Scheduling appointments and meetings

2008-2011: PROGRESSIVE BOOKSHOP LTD. POSITION HELD: SECRETARY

- Maintaining and organising the departmental filing system
- Oversees the day to day activities of the organization
- Typing all necessary documents, printing and passing it to appropriate quarters and proper documentation
- Taking and distribution of messages and memorandum
- Overseeing incoming and outgoing memorandum

SKILLS

SKILL

- Computer Literacy (proficient in MS Office applications)
 - Pleasant disposition and good interpersonal skills
 - Ability to adapt to organizational skills
 - Good communication Skill
 - Adept at Collaborative work and team building.
 - Excellent time management and multitasking skills.
 - Highly motivated to perform well.
 - Exemplary problem solving skill.
-