

Sylvia Emuobosan Salubi

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64 Cranmere Court
ME2 4UN

PROFESSIONAL SUMMARY

Senior Administrative Officer work alongside the upper management and complete tasks that executives do not have time to handle. Their duties are administrative and clerical as well: updating records, taking calls, managing schedules, maintaining office supplies, and handling correspondence. Meticulous attention to detail in health and safety whilst preparing meals and administering medication. Adept at identifying and flagging vulnerabilities to relevant agencies.

WORK HISTORY

Senior Administrative Officer May 2012 - December 2022

Permanent | National Lottery Regulatory Commission | Warri

- Support senior managers and executives with daily clerical tasks. Plan meetings and take detailed minutes. Answer phone calls, provide information to callers or connect callers to appropriate people. Schedule appointments and update calendar.

Care Assistant January 2009 - March 2012

Temporary | New Age Care Home | Port Harcourt

- Building up relationships with clients in order to gain an awareness of their practical and social needs.
- Carrying out everyday tasks for the client such as shopping, cooking or other domestic duties.
- Working with the client and other professionals to develop a care plan for the client.
- Assisting with client's general comfort.
- Helping clients with administrative tasks such as paying bills, managing budgets, letter or email writing.

EDUCATION

MSc

University of Greenwich - 2024

Water Waste and Environmental Engineering

BEng

University of Port Harcourt - 2008

HOBBIES & INTERESTS

Cinema, Dancing, Eating out, Gym

REFERENCES

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