

AMARACHI REBECCA OBICHERE

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Abuja, Federal Capital Territory, Nigeria

HIGHLIGHTS OF QUALIFICATIONS

- 8+ years of experience in administrative support
- Solid background in Office administrative management, customer service oriented and,
- interpersonal relationships, effective communication, and Administrative best practices.
 - Generated N10 million in revenue within 6 months by revamping day-to-day operational processes and upgrading customer service practices to include high-quality service delivery.
 - Proficient in MS Office, Flash, Box
 - Multilingual: Fluent in English, ... and ...

SKILLS AND EXPERIENCE

Administrative

- **Spearheaded the review of the travel SOPs and successfully drafted a revised version that addresses current travel developments and challenges.**
- This was eventually approved by the senior management team, vetted by the DDO, and adopted by the **country program** today
- Enhance periodic office need assessments so that staff are supported with basic office needs across all the offices in real-time
- Supervised applications and documents' submission to Nigerian Federal Government Departments and Ministries; follow up on the progress of submissions; liaise with government departments and officials to confirm any changes in official processes; ensure any changes in official processes are understood and communicated to senior management
- Ensured that all facilities are well functioning, including housekeeping, office supplies, electricity, maintenance and repair, internet and other communications functions

Travel support

- * **manages the travel of over 800 staff (national and expatriates) and about 10 visitors per month.** Supervised drafting of structural drawings, construction specifications and project schedules
- * Verified shop drawings, structural calculations and produced concrete precast element types
- * Reported project progress to customers according to their requirements

Payment

- * Through various meetings with stake holders (finance, supply chain and vendors) I was able to develop a better method of eliminating payment issues by generating unique codes for each travel request

EMPLOYMENT HISTORY

Acting Administrative manager

International Rescue Committee | INGO | Abuja, FCT, Nigeria 2022

Administrative/Travel Officer

International Rescue Committee | INGO | Abuja, FCT, Nigeria 2021 –2023

Administrative/Travel Assistant

International Rescue Committee | INGO | Abuja, FCT, Nigeria 2017-2021

Operations Manager

Swift Moh Travels and Tours Ltd. | Hospitality | Abuja, FCT, Nigeria 2016-2017

Branch Manager

Cacelyn Travels and Tours Ltd | Hospitality | Abuja, FCT, Nigeria 2014-2016

Research Assistant

Economic and Business Strategies | Abuja, FCT, Nigeria 2013-2014

EDUCATION HISTORY

MBA

NexfordUniversity, Washington, DC 2023

B.Sc. Economics

University of Jos, Nigeria 2012

Licenses & certifications

Professional Diploma in Human Resource Management

eCornell University 2021

Administrative Professional Foundations

LinkedIn 2022

Administrative Professional Tips

LinkedIn 2023

Business Etiquette: Phone, Email and Text

LinkedIn 2023

Time Management Fundamentals

LinkedIn 2023

References Available Upon Request