Nimatu Abdulazeez

    Kogi State Nigeria

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**Professional Summary**

Administrative professional with over 4 years of experience across a spectrum of administrative roles, including Administrative Assistant, Virtual Assistant, and Secretary. Adept at providing meticulous organizational support, streamlining operations, and facilitating seamless communication. Proven track record of enhancing efficiency and productivity within diverse office environments. Strong interpersonal and problem-solving skills, consistently delivering exceptional results in high-pressure situations.

**Skills**

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| * Office Administration * Email and Calendar Management * Appointment Scheduling * Data Entry * Online research, * Administrative support * Accounting and Bookkeeping | * Customer service * Meeting scheduling * CRM Tools (Trello, Asana, Monday.com) * Google Workspace * Meeting minutes Preparation * Documentation and control |

* Calendar management,
* Email and Calendar Management
* Appointment Scheduling,
* Data Entry
* Online research,
* Administrative support
* Accounting and Bookkeeping
* lead generation
* customer service
* Meeting scheduling
* CRM Tools (Trello, Asana, Monday.com)
* Google Workspace
* Office administration
* Meeting minutes
* Report analysis
* Documentation and control

**Work History**

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| 06/2019 to 12/2020 | Administrative Assistant  Pawn Real Estate Agency   * Restocked supplies and placed purchase orders to maintain adequate stock levels. * Scheduled office meetings and client appointments for staff teams. * Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors. * Negotiated contracts with vendors and suppliers for office supplies, equipment and services. * Built and maintained excellent customer relationships through timely response to inquiries and accurate solution provision. |

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| 01/2017 to 12/2018 | Secretary  Amachi Law Firm   * Efficiently managed the CEO's busy schedule, overseeing all calendar appointments, meetings, and commitments, ensuring optimal time utilization and organization. * Facilitated effective communication by screening and managing the CEO's incoming calls and emails, prioritizing correspondence, and maintaining a seamless flow of information. * Assisted in preparing and coordinating materials for high-profile meetings and presentations, ensuring the CEO was well-equipped with the necessary documents and resources for a successful outcome. |

**Education**

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| 2021 | National Diploma: Computer Science  Kaduna Polytechnic - Kaduna, Nigeria |

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| 2015 | Senior Secondary Certificate Examination  Government Secondary School - Okene, Kogi State |

**Certifications**

* Coursera- Google Digital Marketing and E-commerce 2021
* Udemy – Microsoft Office 365 2022

LinkedIn

* Customer serving problem-solving and troubleshooting 2022
* serving customers through chat and text 2022