

PROFILE

Knowledgeable and innovative Computer Science graduate with 4 years' experience in project administration. Interpersonal skills with the proven ability to work with teams and collaborate to achieve organisational goals excellently. Committed to growing professionally while contributing to the organisation focused on operational efficiency.

TECHNICAL SKILLS

- MS Office Suites – Excel, Word, PowerPoint and Outlook, Project

EXPERTISE

Resource Coordination
Project Management
Financial Management
Record Keeping
Customer Service
Fund & Accountability Tracking
Project Support

SKILLS

Multitasking
Time Management
Strategic Planning
Leadership Skills
Organized
Detail Oriented
Communication (Oral/Written)

ATTRIBUTES

Learning new skills
Proactive
Punctuality
Professionalism
Responsible
Mature

WORK EXPERIENCE

Daniel Model Academy

Project Administrator

October 2020 – April 2021

- Provided day-to-day administrative support to staff, students and parents through distribution of correspondence, calendars and reports.
- Managed financial budget of student events such as Field trips, uniforms, ticket sales, etc. Ensuring compliance with financial and administrative requirements.
- Maximised productivity by ensuring adequate levels of office supplies.
- Maintained inventory of supplies and materials (e.g. forms, stationery, uniforms) to ensure availability.
- Maintained efficient workflow, providing high-quality administrative support through photocopying, scanning, maintaining diaries and handling correspondence.
- Responsible for filing and archiving of all operational documents per operation for easy access and referencing.
- Gathered documents and budgets for management and executive staff meetings and events.
- Assisted Project Manager on the day to day project activities as required.
- Facilitated efficient classroom management, creating and maintaining accurate class lists in Microsoft Excel.

St. John Vianney Catholic Church

Project Officer

January 2019 – October 2019

- Operated phone system, screening phone calls, inquiries and requests.
- Performed general administrative office duties (i.e. mail distribution, filing, reporting, reconciling invoices, data entry)
- Worked as an active contributor to lead and support a wide range of activities from everyday financial needs including reviewing and processing invoices, bills, and documents.
- Maintained schedules and oversaw appointments.
- Wrote and prepared reports and correspondence from dictation and handwritten notes.
- Maintained office system, including data management and filing.
- Met incoming visitors and provided friendly, knowledgeable assistance.
- Organised and scheduled meetings.
- Implemented, administered and contributed to planning systems and procedures to meet the business requirements such as monitoring and ensuring that all accounts are up to date.
- Handled financial duties which involved preparing monthly budgets, cash forecasting as well as project monthly finance reports for review.
- Assisted with the processing of billing statements and invoices.

Voncap Limited**Project Officer****October 2016 – January 2019**

- Prepared and fulfilled purchase orders.
 - Maintained and managed relationships with vendors.
 - Collaborated with cross functional teams including suppliers, contractors, consultants and project teams focused on meeting the organizational mission.
 - Assisted the Logistics team with procurement related responsibilities as and when needed.
 - Received, stored, managed and issued stock.
 - Liaised with suppliers, created purchase orders, provided quotation request and invoiced customers/suppliers.
 - Maintained updated and accurate records of stock records and inventory using manual and computerised systems.
 - Assisted with the processing of billing statements and invoices.
 - Oversaw inventory and supply chain management according to company guidelines.
 - Confirmed the sustainability of the organization through ensuring that all payments were processed within company policy.
 - Performed critical inventory tasks and ensured accuracy in stock items.
 - Negotiated prices and favourable contract agreement terms with vendors and suppliers.
 - Managed, planned, directed and coordinated the administrative functions of the organisation.
 - Tracked programmes closely to assess effectiveness and make proactive changes to meet changing demand.
 - Planned and handled employee relations, payroll, benefits and trainings.
 - Directed disciplinary procedures.
 - Conducted benefit analysis.
 - Identified and investigated discrepancies, resolving issues effectively and quickly to maintain high company productivity levels.
 - Planned, conducted, and contributed to the preparation of conferences, meetings and workshops, training, events and seminars organised or co-organised by Voncap Limited.
 - Assisted with project budget reporting, coordinated tasks with accounting and compiled monthly reports.
 - Updated and maintained project documentation and templates.
 - Tracked organisation activity progress by means of weekly and monthly status reporting.
 - Facilitated meetings and communicated events between suppliers, customers, new contractors and staff.
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EDUCATION**Oduduwa University**

2012-2016

BSc Computer Science and Mathematics

LANGUAGE PROFICIENCY

ENGLISH – EXCELLENT

IGBO - AVERAGE