**ELIZABETH CHIOMA OSUJI**

Abuja, Nigeria **|** [LinkedIn Profile](http://www.linkedin.com/in/chioma-osuji) **|** +2348125918524 **|** [*osujichioma11@gmail.com*](mailto:osujichioma11@gmail.com)

**PROFESSIONAL SUMMARY**

* A tech-savvy with strong organizational abilities and expertise in using Microsoft Office, Google Workspace, Database Management Systems, Project Management, and Bookkeeping tools to streamline businesses.
* Excel in handling client communications and enhancing engagement ensuring seamless client experiences and retention.
* Known for my attention to detail, integrity, confidentiality, and proactive nature.

**EDUCATION**

**University of Ibadan Oyo State, Nigeria**

M.Info.Sc Data and Information Science October 2022 – November 2025

**University of Ibadan Oyo State, Nigeria**

B.Ed. Educational Management and Economics February 2015 – July 2019

**WORK EXPERIENCE**

**Executive Assistant | MastermindYourAgency November 2023 - March 2023**

* Responded promptly to inquiries via email, SMS, and social media, ensuring timely follow-ups and effective communication.
* Maintained and updated client and project databases on Notion for accuracy and easy access.
* Scheduled appointments and managed the executive officer’s calendar to ensure smooth operations and deadline adherence.
* Organized virtual meetings, documented minutes, and distributed summaries to keep all stakeholders aligned.
* Conducted research to provide insights that supported strategic decisions.
* Monitored income and expenses using Google Sheets and Microsoft Excel.
* Data entry: Cross-checked Insurance Claims of patients and updated the records.
* Uploaded Podcast recordings from Riverside.fm to Google Drive for Clients.

**Finance Officer | Cenitium Limited December 2020 - March 2023**

* Managed and drove Staff and supplier/contractor accounts reconciled using Microsoft Excel.
* Prepared analysis of accounts and monthly reports using Microsoft Excel.
* Presented contractors/suppliers memos using Microsoft Word.
* Monitor and ensure proper inventory records.
* Data entry and payment process analysis.

**Remote Finance Officer, ItimoHub January 2022 – March 2022**

* Recommended periodic budgets for approval and prudently managed the organization’s resources within those budget guidelines according to current laws and regulations.
* Managed the financial forecasting and budget processes and oversaw the preparation of all financial reporting.
* Advised on long-term business and financial planning.
* Verified discrepancies and resolved 3rd party financial issues.

**SKILLS SUMMARY**

* **Tools:**  Microsoft Office, Google Workspace, Notion/Trello/Asana, QB,

GoHighLevel, Zoom.

* **Soft Skills:** Organizing, Proactive, Excellent communication, Confidential, Time

and People Management, Self-starter, Critical thinking.

* **Technical Skills:** Data entry, calendar management, project management, Internet

research, creating presentations, program coordination, client support, expense tracking, scheduling, writing correspondence, surveys, meeting documentation, and bookkeeping.



**CERTIFICATIONS**

[**Virtual Assistance Skills in the Digital Age (ALX)**](https://intranet.alxswe.com/certificates/M79TPGnxLc) **November 2024**

* Developed a comprehensive understanding of Virtual assistance in the Digital age.

[**Google Calendar: Virtual Assistant (Udemy)**](https://www.udemy.com/certificate/UC-c9284d73-95b0-4f8d-be90-dfbf7357210c/) **January 2024**

* Introduced to Google Calendar management.

[**Google Data Analytics (Google)**](https://www.coursera.org/account/accomplishments/verify/R7K8EKLZBLPC?utm_source=ios&utm_medium=certificate&utm_content=cert_image&utm_campaign=sharing_cta&utm_product=course) **March 2022**

* Developed a comprehensive understanding of data analysis and spreadsheet software.
* Developed a comprehensive understanding of the data life cycle and various stages involved in data analysis.

[**Foundations: Data, Data, everywhere (Google)**](https://www.coursera.org/account/accomplishments/verify/ZTGAVLRCKNZX?utm_source=ios&utm_medium=certificate&utm_content=cert_image&utm_campaign=sharing_cta&utm_product=course) **June 2021**

* Introduced to data integrity.
* Introduced to diverse applications to streamline and optimize the data analysis journey, enhancing efficiency and accuracy.