**PERSONAL INFORMATION**

Surname: OTAIKU

Other names: Deborah Olajumoke

Telephone number: +234 8066937270

E-mail: deborahotaiku@gmail.com

Address: Plot 464, Babatunde Jibril Crescent, Omole Estate Phase 1, Ikeja, Lagos.

Birth date: 7th October 1992

Birth place: Lagos, Nigeria

Nationality: Nigerian

Gender: Female

Marital status: Single

Languages: English (fluent), Yoruba (native), French (very basic)

**PROFILE**

A self-motivated, flexible and passionate team worker with excellent interpersonal skills and good customer service experience, keen to take on the daily challenges of working with people. I am forward thinking in my approach and willing to learn new skills which would further my personal development and most especially add value to any organization through dedication and hard work.

**KEY STRENGTHS**

* Analytical and critical mindset
* Interpersonal skills
* Organizational skills
* Ability to work as a team player
* Excellent communication and customer relation skills
* Good knowledge of Microsoft Office
* Proven ability to work under pressure

#### EDUCATION

**2010-2015 University of Ibadan**

B.Sc (Honors) Economics (Second Class Division)

**2003-2009 QUEEN’S COLLEGE, YABA**

Senior School Certificate Examination

(8 Subjects including Mathematics and English)

**1997-2003 M.D NURSERY AND PRIMARY SCHOOL, IKEJA**

First School Leaving Certificate

#### PROFESSIONAL EXPERIENCE

**May 2016 – May 2017**

**Jewels of God’s Glory Outreach (JEGGLO)**

**Executive Assistant**

***Responsibilities include:***

* Arranging meetings through interpersonal, networking and organizational skills.
* Organizing full and varied business trips together with detailed itineraries.
* Attending meetings, documenting minutes and managing confidentiality.
* Managing and organizing staff events by leveraging on robust supervisory and team working skills.

**May 2016 – April 2017 (National Youth Service)**

**Ministry of Special Duties, Akwa Ibom State**

**Administrative Officer**

***Responsibilities include:***

* Facilitating and managing appointments and business meetings.
* Development, maintenance and update of filing systems.
* Submission and reconciliation of expense reports
* Placing orders for office supplies
* Managing travel itinerary and arranging formal reception of government dignitaries

**September 2015 – April, 2016**

**Queen’s Ventures**

**Retail Manager**

***Responsibilities include:***

* Budget planning and control
* Maintaining statistical and financial records
* Dealing with customer queries and complaints
* Managing pricing and stock control
* Ensuring compliance with health and safety regulations

**OTHER INFORMATION**

**HOBBIES/INTERESTS**

Networking, events management, fashion designing, travelling, reading and movies

**REFERENCES:**

**Professor Felicia Etim**

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**Mr. Savior Francis**

Ministry of Housing and Special Duties

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