

RUTH UCHENDU

Personal Information

Date of birth: March 3rd, 1995

Nationality: Nigerian

Address: 18, Betty Pride Way, Ajao Estate, Isolo, Lagos, Nigeria., Oshodi/Isolo 100263, Nigeria

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Profile

Highly motivated and detail-oriented Administrator with over 5 years of experience seeking a challenging position in a dynamic organization where I can utilize my exceptional organizational and leadership skills to drive operational efficiencies and support business growth. Adept at managing multiple projects simultaneously, maintaining accurate records, and providing superior customer service. Looking to bring my proven ability to make critical decisions, work collaboratively with cross-functional teams, and deliver results to a new and exciting opportunity.

Work Experience

11/2021 – present
Lagos, Nigeria

ADMINISTRATOR MISSION SUPPORT NETWORK

- Developed and implemented new office procedures, resulting in a 30% increase in efficiency and productivity in daily operations.
- Managed a team of 10 administrative staff members and provided training and support to ensure high-quality work and customer service.
- Coordinated and executed large-scale events, including conferences and fundraising galas, with attendance of up to 500 people.
- Reduced office expenses by negotiating contracts with vendors, implementing cost-saving measures, and tracking budget expenditures.

06/2020 – 09/2021
Lagos, Nigeria

Front desk/Administrative Assistant LoveworldSAT(NG)

Education

11/2013 – 06/2018

Educational Management and Economics | BSc,Ed UNIVERSITY OF PORT HARCOURT

Skills

Database Management
Professional

Effective Monitoring &
Follow up
Professional

Time management
Professional

Communication skills
Professional