

# Grace Ikem

2, Love Avenue, Abimbola Estate, Abule-Egba, Lagos.  
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## SUMMARY

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An enterprising and result-driven young professional with a strong passion for Human Resources. Highly efficient and well established to excel in administrative environments that are fast-paced and challenging.

## SKILLS

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- Strong grasp of Human Resources operational/administrative system and processes.
- Strong research, analytical and problem-solving skills.
- Able to fluently translate business needs to data problem, and excellently communicate results and progress.
- Highly attentive to details with excellent organisation and time management skills.
- Excellent teamwork and relationship management skills with the ability to manage cross-functional relationships across multiple levels and business units.
- Strong proficiency in Microsoft Office Applications (e.g. Excel, PowerPoint) and familiarity with Statistical Tool (e.g. SPSS).

## EDUCATION

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### Chartered Institute of Personnel Management, Nigeria

Intermediate 1 Candidate

Apr. 2019

**Relevant Courses:** Business Administration, Advanced Economics, Accounting and Finance for Managers, Business Statistics and Social Research Methods

### National Youth Service Corps

Participant

Aug. 2018 - July 2019

### Obafemi Awolowo University (OAU), Ile-Ife

Bachelor of Science in Geography (Second Class Upper Division)

May 2014 – Jan. 2018

### Ife Business School, Ile-Ife

Basic certification in Project Management (A short course)

Aug. 2017

## WORK & LEADERSHIP EXPERIENCE

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### Dindu Energy Services & Resources Ltd, Lagos

Office Administrator

Dec. 2018 – Present

- Prepares and maintains spreadsheets, reports, databases, project plan, technical documentation packs, manuals and procedural documents.
- Collates and processes timesheets, expenses, invoices etc. and maintains manual/electronic filing systems.
- Makes business/offshore meeting and travel arrangements for Managing Director, including ensuring they are properly documented.
- Maintains staff holiday/leave schedule and personnel movement planners.

### Chigovic International School, Lagos

Front Desk Clerk/Administrative Assistant

Feb. 2018 – Aug. 2018

- Led a 5-member team to successfully set-up a school event with 200+ attendees.
- Helped to improve visitor's experience through warm reception and prompt attendance to requests and queries.
- Supported the management to perform basic bookkeeping, filing, reporting and other clerical duties.
- Planned and coordinated PR initiatives, meetings, school events, parties and holidays.

## OTHER INFORMATION

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**Age:** 25 years

**Languages:** Fluent in English, Intermediate speaker in Igbo and amateur speaker in Yoruba and Hausa.

**Entrepreneurial Experience:** Successfully established an egg-distribution venture as an undergraduate and made revenue of over N100,000 and ROI of about 40%, despite strong competition.

**Leisure Interests:** Event Decoration, Catering, Fashion Designing and Travels.