**EDEH IFEOMA FRANCISCA.**

Opposite LEA Primary School Kabusa, Abuja.

[edehifeoma4@gmail.com](mailto:edehifeoma4@gmail.com)

08062801011, 09079246812.

**PROFESSIONAL SUMMARY.**

Result oriented and efficient office assistant, delivers personnel service and administrative excellence in all facets of clerical support and team interaction. Expert knowledge and experience with Microsoft professional packages (excel, PowerPoint and word). Prepared to apply 2 years of experience to a new role with a growth-oriented company.

**PERSONAL DETAILS.**

**State of Origin:** Enugu

**L.G**: Nkanu East.

**Marital Status**: Single

**Date of Birth**: 03/11/1992

**Nationality**: Nigerian

**SKILLS.**

* Customer and personal service
* Creative problem solving
* Critical Thinking
* Self-motivated
* Team work ability.

**WORK HISTORY.**

**Office Assistant (Internship). June 2013 - June 2014.** *Securities and Exchange Commission, Central Business District FCT, Abuja.*

* Delivered expert clerical support to internal staff and management by efficiently handling wide range of routine and special requirements.
* Organized, stored and retrieved files to enhance daily operations and support personnel needs.
* Opened and properly distributed incoming mails to promote quicker response to staff inquiries.
* Planned and coordinated logistics and materials for board meetings, committee meetings and staff event as instructed by the Divisional Head.
* Interacted with staffs professionally by phone, email or in person to provide information and direction to desired staff members.
* Prepare weekly and monthly reports and make recommendations to management based on information gathered and analyzed from staff engagement.

**Secretary June 2009 – May 2010.** *Basilica of Grace Anglican Church, Gudu district, Abuja.*

* Provided clerical support to the Vicar by typing, copying, binding and filing documents.
* Maintained fully functional office equipment and well organized supplies to enhance productivities.
* Answered incoming calls, processed requests and relayed messages to the Vicar.
* Develop correspondence letters, memos and emails.
* Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.

**EDUCATION.**

**National Diploma, Business Administration and Management, Dec., 2012.** *The Federal Polytechnic Nasarawa, Nasarawa Toto, Nasarawa state.*

**Senior Secondary Certificate Examination (SSCE) June 2008.** *Government Secondary school Alhamis Ezzen,6 Eggon, Nasarawa State.*

**Diploma in Computer (Microsoft word, Spreadsheet and PowerPointt) Sept., 2008.** *Perfecta’s Venture Institute Kabua, Federal Capital Territory, Abuja.*

**First School Leaving Certificate, July 2002.** *LEA Primary School Kabusa, Abuja.*