

**Mifha Ayeobinu**

**Mobile: 234-703-184-2747**

**Email: [ayeobinumifha@yahoo.com](mailto:ayeobinumifha@yahoo.com)**

**16 Salami Street, Oworonshoki, 100221, Lagos**

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### Profile

Highly professional with proven skills that would contribute to the Firm and improve efficiency and effectiveness of work delivery. Possess excellent verbal and written communication, problem-solving, research, and team working skill.

### Technical Knowledge and Skills

- Interpersonal skills
- Change Management
- Teamwork and collaboration
- High level of Attention to Detail
- Data Visualization
- Proficient user of Microsoft Word, PowerPoint, and Outlook
- Data Cleaning and Preparation
- Problem Solving
- SQL Queries
- Intermediate skills in MS Excel
- Dashboard Creation
- Communications
- Research

### Experience

January 2019 – Till Date

#### **Marketing Project Officer, Aluko & Oyebo Law Firm.**

- Manage the Firm's Website, updating, posting news and flash notes, create pages for the attorneys.
- Manage the various vendors and helped reduce the cost of procurement.
- Developed proposal documents and formatted them for a standard marketing document
- Manage the client database for the firm and generate a report for the management decision.
- Supported teams by managing details of complex interdisciplinary project goals, objectives, and activities.
- Reworked and formatted every document such as Agreement document, Due Diligence document, capability statement going out of the Firm to the Firm's standard.
- Also perform document formatting and provide support for other team members.
- Delivered operational support related to the implementation of teamwork plans, technical deliverables, and budget administration.
- Manage with other teammates the research directories of the firm.

#### **Accomplishments**

- Contributed to law directory band 1 and tier 1 awards won by the Firm
- Assisted in the implementation of the Business Intelligent tool for the Firm

April 2018 – December 2019

#### **Legal Secretary, Aluko & Oyebo Law Firm.**

- Reworked and formatted all the documents of the firm such as the Agreement documents, Due Diligence documents, Proposal document, Letter of Memorandum etc before sending out to the clients
- Designed the PowerPoint for training, webinars, and other presentations
- Managed the printing unit of the firm by developing printing processes to avoid or limit unnecessary prints.
- Worked with the technical unit to service the industrial printer
- Used the industrial printer to print high resolute picture prints.
- Also added to these tasks were other administrative duties.

#### **Accomplishments**

- Printed all the documents leading to the success of the arbitration cases of the Firm
- Initiated the use of electronic approval for printing in the Firm

June 2010 - September 2012

#### **Administrative Assistant, Pacta Project Company, Abuja.**

- Presented a professional and friendly first impression of the firm to all visitors and clients.
- Managed all incoming phone calls and mail, and distributed it to relevant departments.
- Responsible for organising stationery orders for the company.
- Assisted with project teams, including organizing physical and digital files for required recordkeeping.
- All staff would email me with their requests, and I would order and distribute stationery accordingly.
- Provided a thorough and precise approach to duties as a highly organized and efficient person.

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- Able to manage own time effectively, and prioritize workload and exhibit excellent interpersonal and customer relations skills to perform duties.
- Managed incoming and outgoing mail, packages, and faxes.
- Organized and updated file systems, keeping records easily retrievable.

**Accomplishments**

- Helped in the incorporation and registration of the company with CorporAffairs Commissions

**Education / Certification**

Data Analytics (Microsoft Excel, PowerBI, SQL)	2021
Master Project Manager	2019
CompTIA A+	2016
Health and Safety	2015
B.Sc.Medical Physiology	2006