

ELUOJIERIOR CHINYERE

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SUMMARY

Coordinated Executive Assistant oversees and maintains executive calendar, schedule and manages expenses. Detailed and precise while working with numbers. Proactive and focused on making an executive's life easier and organized.

WORK EXPERIENCE

Executive Assistant

Fintech Associates Limited - Ikoyi, Lagos

- Coordinated scheduling for internal and external meetings, travel plans, conference calls and day-to-day executive obligations
- Developed presentations, reports and minutes of meetings for the department.
- Handled routine responses to telephone and email inquiries on behalf of executives
- Spearheaded presentations, reports and special projects in support of organizational goals.
- Served as lead to facilitate office administration functions
- Managed and maintained schedules for leadership team
- Booked executive accommodation and travel before scheduled conferences.
- Prioritized and distributed incoming memos, submissions and reports
- Attended meetings to record and distribute minutes
- Arranged transportation and accommodations, facilitating executive travel.
- Mailed letters, sent emails and memos regarding important announcements and events.

Financial Advisor/Credit Analyst

December 2020 -

February 2021

Page International Financial Limited - Ikoyi, Lagos

- Evaluate client's credit data and financial statement in order to determine the degree of risk involved in lending money through CRM platforms including Mambu, infolink and Zendesk.
- Analyzing client records and using data to recommend payment plans.
- Evaluating the financial status of clients by producing financial ratios through CRM
- Conferring with credit associations and references to exchange credit information on clients

Field Sales Specialist

April 2017 - December 2020

Renmoney Microfinance Bank - Ikoyi, Lagos

- Analyzing credit report
- Advice to clients on how to maintain a good credit report.
- Sales of company's product to eligible customer
- Maintain and build relationships with 100+ customers, providing exceptional customer

EDUCATION

Wellspring University - Benin, Edo State
Bsc. Economics

September 2012 - July 2015

CERTIFICATION

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| Great Learning – Data Analytics Using Excel | November 2022 |
| African Leadership program(ALX) – Virtual Assistant | November 2022 |
| Great Learning – Data Visualisation Power BI | Inview |

SKILLS & INTEREST

Technical Skill: Microsoft office (Excel,powerpoint) | CRM (zendesk, Mambu, Infolink) |
Google suite (Docs,sheets,slides,forms)

Soft Skill: Information Confidentiality, Travel planning,Organization, Proficiency,
Excellent Phone Etiquette, Communication skill, Scheduling

Interest: Nature/wildlife conservation, Analytics, working out