

IKEOBI GOODNESS, IDIMMACHUKWU

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CAREER SUMMARY

An Administrative and Operations Personnel with about 2 years of professional experience providing efficient and reliable administrative support to executive, managers and teams. Experienced in handling a range of administrative and operational tasks, managing resources and processes, record keeping, and providing excellent customer service and facilitating day-to-day operations. Confidential, deadline-driven with outstanding organisational and multi-tasking skills and a proven track record for being accurate and effective.

-SKILLS-

Business Support| General Office Administration| Business Communication | Client Support | Service-Oriented Administrative Support| Customer Service| Office Management | Data Entry| Filing

Technology Proficiency: Microsoft Office Applications

-EDUCATION-

- **Bachelor's Degree in Economics** 2021
Federal University of Agriculture, Abeokuta, Ogun State.
- **Senior Secondary School Certificate**
Carol Standard Convent, Ichi, Anambra State.
2016

-WORK EXPERIENCE-

ADMINISTRATIVE ASSISTANT (NYSC)| Feb 2022- 2023 Auchi Polytechnic Auchi, Edo State.

- Managed daily office operations and equipment maintenance, maintained the database as well as organised and drafted meeting schedules and correspondences.
- Provided executive and administrative support, maintained an excellent office environment, and ensured the office is conducive for the team.
- Acted as the Liaison between the department and was responsible for the smooth operation of the office support work and related systems within the department.
- Organised a filing system for important and confidential documents and prepared regular reports on expenses and office budgets.
- Responded to phone calls, and emails performed clerical and administrative duties, and managed correspondences.
- Facilitated internal communication, prepared reports, and maintained confidence by keeping information confidential.

STATE EMID RECORDER | 2021 Ogun State Primary Health Care Board, Abeokuta

- Carried out the covid-19 vaccination exercise with a team of health workers.
- Recorded and registered digitally on the Electronic Management of Immunization Data (EMID) website.
- Manually registered and took record of personal information of people who came for the vaccination on manual spreadsheet.
- Ensured full coordination energy in order for the vaccination exercise to be carried out properly and without complications.

CERTIFICATIONS

- Chartered Human Resource Manager (2023).

-REFERENCE-

To be provided on request