

## OSSAI, DANIEL UZOMA

Personal details:

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### Skills

- ♣ A Trained public speaker with years of experience and is also able to communicate effectively
- ♣ Ability to lead and work as a team
- ♣ Good interpersonal relationships.
- ♣ Critical and fast thinking ability.
- ♣ High problem solving skills
- ♣ Effective user of Microsoft tools such as Microsoft office
- ♣ Ability to envisage a problem and create a diversion or a Re-bounce Plan.

### Languages

English

### Certifications

- ♣ Microsoft excel certification in Data analysis (Dataleum August, 2022)
- ♣ Introduction to python (Sololearn, May 2023)
- ♣ Data Analytics and Business Intelligence (Octave incorporations April 2023)
- ♣ Data Analytics and Business Intelligence certification (Dataleum September,2022)
- ♣ Structured query language (SQL) certification (Sololearn September,2022)

### Projects Completed

Dataleum Hackathon

20 Data Analytics project

Data cleaning challenge: Cleaning and wrangling of FIFA 2021 dataset.

## PROFILE

An experienced executive assistant with experience in supporting high-level executives. I have worked in both small and large companies although in various positions, this has helped me learn how to work in a variety of environments. I am passionate about helping people and making sure that everyone is happy and comfortable. I am also seeking to apply my excellent understanding on business operations and analytic tools. I Possess excellent communication skills, as well as a proven ability to provide innovative solutions to complicated projects, with effective organization and time management skills in ensuring seamless report presentation to Executives.

## EXPERIENCE

**NOVEMBER 2022-Till date**

### LAGOS STATE MINISTRY OF AGRICULTURE

#### EXECUTIVE ASSISTANT (NYSC)

##### Achievements/Tasks:

- Organized and prepared for meeting, gathering documents for meetings.
- Received mails into the office and also screened visitors who wish to make appointment.
- Handled filing and organization of documents and mails.
- Prepared word, Excel and PowerPoint preparations of documents.

**March 2022- April 2023**

#### African Alliance Insurance Plc.

##### Position Held: Marketing officer

##### Achievements/Tasks:

- Sales of numerous Insurance products such as (annuity and life insurance)
- Handled Reconciliation and servicing of existing customers account.
- Created a very good customer relationship and trust in the company
- Assisted in monitoring agency production for each quarter.

**Jan 2020 –Dec 2020**

### BETH MODEL AFRICA

**Position Held: Model Scout**

**Achievements/Tasks:**

- Negotiated contracts for models
- Created a very good customer relationship
- Promoted the company's image through social media
- Trained the models on modeling etiquette and some catwalk sessions.

**March 2016-Dec 2016**

**Atlantic book publishers (Distribution branch)**

**Position Held: Customer Care Representative**

**Achievements/Tasks:**

- Receive customers on entry into the office
  - Kept updated records and files
  - Maintained and evaluated inventory records on a monthly basis
  - Help place orders from customers and sort out the books.
  - Processed documentation to generate prompt credit transactions
- Education

EDUCATION

**JANUARY 2017-JULY 2022**

**LAGOS STATE UNIVERSITY, OJO, Lagos, Nigeria.**

**B.SC**

**FISHERIES AND AQUATIC BIOLOGY (2<sup>nd</sup> class upper)**

REFERENCES

References are available upon request.