



My name is Raphael Ipalibo Gogo, a Citizen of the Federal Republic of Nigeria. I am an Office and Information Manager/Administrator by profession. I am a graduate with a Bachelor's Degree in Office and Information Management, Faculty of Management Sciences, Rivers State University, Port Harcourt. More so, I possess other professional certifications which includes; Organizational Management, Human Resource Management, Virtual Assistant, Project Management, ICT Competence. I have worked as Head of Administration/Personal Assistant to the Managing Director at Noneldan Travels Limited, worked as an Administrative Manager at Fortrez Business and Marketing Solutions, and worked as an Office Assistant (Volunteer) at Rivers State University.

However, as an administrative assistant, my personal statement revolves around my commitment to delivering exceptional support, my strong organizational skills, and my ability to thrive in a fast-paced and dynamic work environment. I am dedicated to providing efficient and effective administrative assistance to ensure the smooth operation of an office. With a meticulous attention to detail, I am proficient in managing multiple tasks simultaneously while maintaining accuracy and meeting deadlines. I have a proven track record of successfully coordinating schedules, organizing meetings, and handling correspondence with precision.

I believe on my exceptional communication skills, both written and verbal. I excel at fostering positive relationships with colleagues, clients, and visitors, ensuring a professional and welcoming atmosphere. Whether it's answering phone calls, responding to emails, or greeting guests, I strive to provide excellent customer service and exceed expectations.

I am a resourceful problem solver, capable of analyzing challenges and finding practical solutions. With strong critical thinking abilities, I can quickly adapt to new situations and prioritize tasks effectively. I am proficient in utilizing various software applications, including the Microsoft Office Suite, to streamline administrative processes and enhance productivity.

Confidentiality is of utmost importance in my role as an administrative assistant. I understand the sensitive nature of the information I handle and maintain strict confidentiality and discretion at all times. Trustworthiness and integrity are the cornerstones of my work ethic.

Interestingly, I am a collaborative team player, always ready to contribute my skills and knowledge to support the success of the team. I thrive in a fast-paced and dynamic environment, where I can utilize my organizational and multitasking abilities to maintain efficiency and contribute to the overall success of the organization.

In encapsulation, as an administrative assistant, I bring a combination of strong organizational skills, effective communication, problem-solving abilities, and a commitment to excellence. I am ready to contribute my skills and support the smooth functioning of the office while ensuring exceptional service and professionalism.

CERTIFICATE OF COMPLETION
WITH HONORS

This is awarded to

Raphael Ipalibo Gogo

For completing the ALX Virtual Assistant
Programme on September 16, 2022



FRED SWANIKER
Founder & CEO AL Group

Verified Certificate

This Certificate was Issued by:

ALX - The Room

Name of Recipient

Raphael Ipalibo Gogo

Certificate

ALX Virtual Assistant Course_Honors

Issue Date 30 September 2022

Certificate ID

cer-35757f8b-47fb-40e8-a1cf-8a7ffc2b

Validation URL

<https://www.virtualbadge.io/certificate-validator?credential=cer-35757f8b-47fb-40e8-a1cf-8a7ffc2b>



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Professionals**

Proficiency Certificate

By the authority of the Board of
International Organization of Management Professionals

This is to certify that

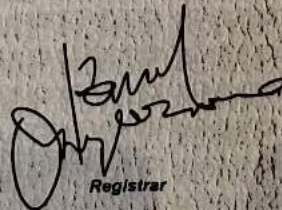
Gogo Raphael Ipalibo

Has satisfactorily completed designed courses contents
and has been awarded this proficiency certificate in

Organizational Management

Given under our hands this

19th November, 2020



Registrar



DEXTER & HEROS

Project Management Course

Certificate

This is to certify that

GOGO RAPHAEL IPALIBO

Has attended and successfully completed a program of training
and assessment which concluded the course

PROJECT MANAGEMENT PROFESSIONAL (PMP)

Training Scope: PMI, USA - PMBOK

Course Duration: 52 Hours

Awarded this day:

20th October, 2020



Managing Consultant

Director, Training & Development



DEXTER & HEROS
CONSULTING LTD
RC 900650

Certificate Number
DHC/PM/2020/014339

IOMP
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OF MANAGEMENT PROFESSIONALS



DEXTER & HEROS
CONSULTING LTD
RC 900850



IOMP
INTERNATIONAL ORGANIZATION
OF MANAGEMENT PROFESSIONALS

Course Certificate

This is to certify that

GOGO RAPHAEL IPALIBO

*has attended and successfully completed a program
of training and assessment on*

Human Resource Management

Date of Award: 16th September, 2020

Course Duration: 49 Hours



Managing Consultant



Head, Training & Development

DHCHRM202008709



R.S.U.S.T.
Information
Technology
Academy

Ref: 04915

Microsoft® IT Academy
Program Member



Certificate of ICT Competence

RAPHAEL GOGO IPALIBO

ITA/2016/125544

has completed the
ICT and Digital Lifestyle Course
Grade: LOWER CREDIT

Director, RSUST ICT Centre



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DIOCESE OF ABUJA (ANGLICAN COMMUNION)

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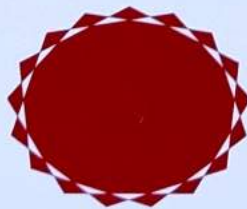
Raphael Ipalibo

in recognition of your contribution and support for the Choir

(Powerful Tenor)

5TH DECEMBER, 2021

S.J. OBISESAN
Choirmaster



TOBILOBA TAIWO
General Secretary