

Ebare Eboseremen Gift

PERSONAL ASSISTANT

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SUMMARY

Highly skilled and experienced assistant with a proven track record of providing exceptional administrative support to clients. Possesses excellent organizational and communication skills, as well as a strong attention to detail. Demonstrates proficiency in managing calendars, coordinating travel arrangements, handling correspondence, and performing various administrative tasks. Committed to delivering efficient and reliable virtual assistance to enhance productivity and ensure client satisfaction.

SKILLS

- Excellent organizational and time management abilities
- Strong written and verbal communication skills
- Proficient in using virtual communication tools and software (e.g., email, video conferencing, project management systems)
- Attention to detail and accuracy in completing tasks
- Ability to prioritize tasks and meet deadlines
- Professional and friendly demeanor
- Problem-solving and critical thinking skills
- Proficient in MS Office Suite (Word, Excel, PowerPoint) and Google Suite
- Knowledge of basic bookkeeping and data entry

ASIN5(ABUJA NIGERIA)

PERSONAL ASSISTANT, AUGUST 2022 - MARCH 2023

- Managed calendars, scheduled appointments, and coordinated meetings and conference calls.
- Handled email correspondence, responding promptly to inquiries and ensuring timely follow-ups.
- Arranged travel arrangements, including flight bookings, hotel accommodations, and transportation logistics.
- Prepared and edited documents, presentations, and spreadsheets.
- Conducted internet research and compiled information for various projects.
- Assisted with basic bookkeeping tasks, such as invoicing and expense tracking.
- Created and managed social media accounts, drafted posts, and engaged with followers.

- Handled confidential and sensitive information with utmost professionalism and discretion.
- Collaborated with team members remotely, utilizing project management systems to coordinate tasks and deadlines.

MINISTRY OF WOMEN AFFAIRS ASABA, DELTA STATE

Communication Assistant to the Director of Community, April 2017 - April 2018 (NYSC)

- Achieved departmental goals by working closely with the Community Director and relevant faculty administrators.
- Fostered a sense of community among women in the state by playing a designated role in organizing regular sensitization programs/events.
- Sensitized over 2,000 women on girl child abuse and other sensitive, feminine issues.

EDUCATION

MSC INTERNATIONAL RELATIONS - The University of Abuja, Nigeria

BA MASS COMMUNICATION

The University of Benin, Nigeria - August 2016

PROFESSIONAL CERTIFICATION

**MEMBER OF THE NIGERIAN INSTITUTE OF PUBLIC RELATIONS
(CHARTERED)**