



FANIBE OLUWATOBI MERCY

Location: Ipent 4 Extension lokogoma Abuja.

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PROFESSIONAL PROFILE

A dedicated and detail-oriented administrative professional, committed to maintaining seamless office operations. With a proactive approach, ensuring all administrative tasks, from scheduling meetings and managing correspondence to coordinating office supplies and handling confidential documents, are executed with precision. With excellent communication skills and a problem-solving mindset, Tobi excels in fostering a collaborative and efficient workplace, always ready to go the extra mile to enhance productivity and streamline processes.

CORE SKILL

- Communication Skills
- Professionalism
- Excellent interpersonal Skills
- Time Management Skills
- Problem Solving
- Microsoft Office Suite

CAREER SUMMARY

Admin Officer at the Standard Organization of Nigeria (Contract) (November 2023 – August 2024)

- Coordinate office activities and operations to ensure compliance with policies and procedures, including assisting in the organization of meetings and conferences.
- Assist in the management and supervision of administrative staff, ensuring tasks are properly assigned and deadlines met.
- Act as the point of contact for internal and external communication, including managing inquiries, emails, and correspondence.
- Ensure that the office adheres to the required organizational standards, including record-keeping and reporting as prescribed by SON's regulations.

Secretary at the Federal Ministry of Humanitarian Affairs, Disaster Management, and Social Development (FMHDS) (November 2022- November 2023) - NYSC

- Coordinated and managed all administrative functions of the Ministry, ensuring smooth operations across various departments.
- Prepared, filed, and managed official correspondence, reports, and documents within the Ministry.
- Scheduled meetings, conferences, and official visits, ensuring proper documentation and follow-ups.
- Prepared reports on the Ministry's activities, including updates on disaster management, social interventions, and humanitarian effort

EDUCATIONS & QUALIFICATION

- Bachelors of Art Public Administration **2022**
- National Youth Service Corp **2023**
- Standard Organization of Nigeria (SON) **2023**

PERSONAL PROFILE

- DATE OF BIRTH: November 28, 2000.
 - MARITAL STATUS: Single
 - NATIONALITY: Nigerian
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