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# Administrative Assistant

## Despre mine

I love making research, volunteering and working with teams. Always interested in solving problems and achieving goals within stipulated time.

Administrative Skills

Presentation Skills

Sales and negotiating skills

Customer service skills

## Experiența profesională

**English Teacher** · Centre for English Studies · Almaty

*Februarie 2023 - Prezent · 2 ani*

English Tutor

**Security Guard** · Armacell Middle East

*Iunie 2022 - Ianuarie 2023 · 8 luni*

Administrative Security

**Personal Assistant** · Trevari International

*August 2021 - Mai 2022 · 9 luni*

Administrative Duties

**Customer Service Officer** · First Bank Nigeria Limited





*August 2017 - Martie 2019 · 1 an 7 luni*

Customer Service provider

**Graduate Admin Assitant** · Nasarawa State University

*Decembrie 2015 - August 2017 · 1 an 9 luni*

Administrative Duties

-  29 ani
-  Masculin
-  Chișinău
-  **15 000 MDL**

## Preferințe

- Part-time

## Limbi

- **Română** · Nu cunosc
- **Rusă** · Elementar
- **Engleză** · Fluent

## **Studii: Superioare**

**Kwara State University**

*Absolvit în: 2015*

Facultatea: Social Sciences

Specialitatea: Political Science

## **Cursuri, training-uri**

**Project manager**

*Absolvit în 2016*

Organizator: Chartered Institute of Project Management