**RUTH ORJI**

Phone Number: 08134136885

Email: orjiruth63@gmail.com

Address: Ikota Housing Estate, Ajah Lagos.

**Profile Summary**

I have 4 years working experience in corporate organization and have spent the last 2 years as an Administrative Officer with excellent skills in delegating responsibilities/ supervising orders for effective task completion.

I plan to focus on the scope of enhancing my personal skills and gaining maximum knowledge during my tenure while contributing to the growth of the organization.

I am a highly efficient and diligent young woman seeking to build my career and committed to upholding company policies and procedures.

**SOFT SKILLS**

* Problem solving skill, Attention to detail, Organizational skill, time management skill, exceptional customer service skill, multitasking, Strong communication skill, quick Learner, a team worker and excellent communicator.

**COMPETENCIES**

Microsoft word, power point, Microsoft excel.

**EDUCATION**

2015-2018. B.Ed Social Studies (Hons)

2nd class Upper division,

Ahmadu Bello University,

Zaria, Kaduna State.

**WORK EXPERIENCES**

**Admin Officer August 2019-November 2021**

Doview Hotel

Abijo GRA, Lagos State.

**RESPONSIBILITIES**

* As an Administrative Officer, I acted as the point of contact for all employees, providing administrative support and managing their queries.
* Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times.
* I oversee the activities of procurement unit, agree on the costs and invoices for procurement of materials after negotiations with suppliers.
* Systematically filing important company documents.
* Whenever the need arises, I conduct a search for office space, venues for seminars and training, corporate events and holidays programmes.

**Customer Service/Cashier July 2019**

Camlex Electricals

Agungi, Lagos.

**NYSC 2018**

Position: Instructor (Government/Civic Education)

Command Day Secondary school.

Shadawanka, Army Barracks.

 Bauchi State.

**Responsibilities**

* Planned and implemented all aspects of classroom: Grading, creating formative and summative assessments.
* Designed and executed student-centered based lesson plans.
* Supervised and managed daily function of the class.
* Maintained a professional personal appearance, attitudes and work at all times.

**Winners Comprehensive High School**

**WAEC**   **2013**

First School Leaving Certificate

**Languages fluent in:** English, Igbo and Hausa.