

OPARA GOODNESS CHINECHEREM B.Sc.

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ADDRESS: AIRPORT ROAD BY GULF BRIDGE SALOON, ABU DHABI UAE.

VISA STATUS: TOURIST VISA



INTEREST

Seeking an **ADMINISTRATIVE ASSISTANT** position in a professional environment where mutual respect, teamwork and positivity are fostered and encouraged.

PERSONAL SUMMARY

Reliable personnel who crafts, personalizes and make productive strategies to routinely exceed technical quotas. Passionate about developing long-term client relationship, which promotes organizational value. A dedicated individual with diverse technical know-how, who is keen to expand skills and knowledge and also prepared to work in a variety of roles as required. Looking for a new & challenging position, one which will make best use of my existing skills and experience & also further my development.

PERSONAL DETAILS

Gender: Female

State of Origin: Imo

Marital Status: Single

WORK EXPERIENCE

LAURELS MODEL COLLEGE – Port Harcourt, Nigeria

IT INSTRUCTOR

2019

Duties:

- Preparation of ICT lecture notes.
- Carrying out ICT practical with students.
- General computer setup and maintenance.
- Setting up wired and wireless connectivity setup in lab and general offices.

LIVELY STONE CHAPEL INTL – Eligbam, Port Harcourt.

ADMINISTRATIVE SECRETARY

2017 - 2018

Duties:

- Setting up media sessions before service.
- Preparing documents for meetings.
- File transfer and transcribing audio or video messages.
- System setup for online streaming.

NATIONAL ASSEMBLY – FCT Abuja, Nigeria
ADMINISTRATIVE ASSISTANT

2015

Duties:

- Developed minutes of meetings during plenary sections.
- Involvement in video, speech editing and transcription.
- Secure the meeting room for video conference calls.
- Ensure that all batteries needed for the still and video cameras are fully charged and ready for use as at when due.

TECHNICAL COMPETENCE

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| • Proficient in the use of Basic Microsoft Office tools. | • Able to achieve task individually and as a member of a team. |
| • Management of tasks with minimal supervision | • Basic Office Information Technology System and communication skills. |
| • Good administrative and organizational skills | |
| • Multitasking | |

ACADEMIC QUALIFICATIONS

National Youth Service Corp (NYSC)
Jigawa State

2016

B.Sc. (Hons) Computer Science
Rivers State University – Rivers State

2014

Senior Secondary School Certificate
Grace Field Intl. Academy, Orazi - Rivers State

2008

REFEREES

AVAILABLE ON REQUEST.

