

# EMMANUEL BATURE JOSEPH

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A goal-driven and passionate individual with deep knowledge in administrative duties, who is keen on taking roles in administrative field. I am well disciplined, I possess excellent creative and analytical skills, which aid my goal setting abilities. I am flexible to learning and growing to ensure organization objectives are met.

## Competencies:

- Office administration
- Management and program analysis
- Tech savvy
- Excellent customer service skills
- Analytical mind-set
- Ability to work with little or no supervision
- Attention to details
- Solid knowledge of office procedures
- Professional integrity
- Self-disciplined and versatile

## Soft Skills:

Strong interpersonal skill  
Excellent organizational skills  
Excellent communication skills  
Effective team player  
Excellent writing skills  
Problem solving and analytical  
Strong time management  
Effective leadership skills  
Excellent computer skills  
Good research skills.

## EDUCATION

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UNIVERSITY OF ILORIN, KWARA STATE. 2016

B.A History and International Studies

Community High School, Boriya 2012

National Examination Council (NECO)

## WORK EXPERIENCE

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ADMINISTRATIVE OFFICER

May 2021 – June 2023

ABUNDANCE OF HOPE INITIATIVE AMANDA PLAZA JUKWOYI ABUJA

- Oversee day-to-day operations.

- Maintained company's calendar and scheduled appointment.
- Maintained confidentiality of sensitive and confidential information.
- Managing office operations such as office supplies, equipment, facilities and stationeries.
- Maintained good working relationships and communicating with other department.
- Maintaining and updating company's database.
- Educating and creating awareness about ongoing promos in order to increase productivity.
- Book meeting rooms and conference facilities for training and seminars.
- Diary management and updating of company policies.
- Developed and implemented tactical strategies for enhancing the company's growth.

**ADMIN ASSISTANT/HR INTERN**

**Jan 2018 – Mar 2021**

**UNC NIGERIA LIMITED PLOT 34 DBM PLAZA WUSE 2**

- Directly responsible for organising, scheduling and planning of projects.
- Ensuring the effective management and maintenance of company's equipment.
- Coordinated and scheduled meetings and events, such as conferences, training sessions and other business related events.
- Provided administrative support for the on-boarding of new hires and off-boarding of exited staff.
- Arranged all travel, hotel bookings and pick up.

**CLASS TEACHER/INSTRUCTOR (NYSC)**

**Nov 2017 - Oct 2018**

**Evangelical Secondary School Matelem, Bokkos Plateau State**

- Coordinated classroom activities.
- Weekly assessment of students for proper development.
- Planned lesson according to national standards.
- Engaged students in co-curricular and extracurricular activities

- Drafted study plans for effective development of students.
- Distributed and stored correspondence (e.g letters, in-coming and out-going mail)
- Supervised activities of all staffs.
- Prepared reports and presentations with statistical data, as assigned.
- Organising and scheduling in-house and external company events.

## **PROFESSIONAL CERTIFICATION**

Professional Certificate in Project Management 1&2 (SANSVID-M)	<b>Oct 2017</b>
Professional Certificate in Human Resources Management (SANSVID-M)	<b>Oct 2017</b>
Professional Certificate in Customer Relationship Management (SANSVID-M)	<b>Oct 2017</b>
Professional Certificate in Information communication technology (SANSVID-M)	<b>Oct 2017</b>

## **AREAS OF INTERESTS & ACTIVITIES**

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- Tech Savvy
- Travelling
- Reading and learning new things.

## **LANGUAGE PROFICIENCY**

- Yoruba
- Hausa