

OJEABULU BLESSING

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CAREER OBJECTIVE

To build a career in a progressive organization that prioritizes innovation, growth, and results. I am eager to continuously expand my knowledge base while applying critical thinking, attention to detail, and strong work ethics to add value to projects and processes. By promoting collaboration and adaptability, I aim to create solutions that not only meet but surpass expectations. My career ambition is to grow into a dependable professional who contributes to both organizational achievements and individual development, ensuring long-term impact in every role I undertake.

EDUCATION

Ambrose Alli University, Ekpoma, Edo State 2020 – 2024
B.Sc. Public Administration

TECHNICAL SKILLS

- **Microsoft Office Suite:** PowerPoint, Word, Outlook
- **Google Workspace:** Gmail, Google Drive, Google Docs, Sheets, Meet
- **Administrative & Operations:** Front Desk Operations, Human Resources Administration, Calendar & Schedule Management, Records & Document Management, Interview Coordination, Recruitment & Talent Acquisition
- **Systems & Tools:** Customer Relationship Management (CRM), Data Entry, Remote Collaboration
- **Core Competencies:** Report Writing, Task Prioritization, Customer Service, Office Administration, Research Skills

WORK EXPERIENCE

GAO Tek Inc. – Remote 2026
Human Resources Intern

- Assisted in sourcing, screening, and shortlisting candidates for open positions by reviewing resumes against job requirements.
- Scheduled interviews and coordinated communication between applicants, hiring managers, and interview panel members to ensure a seamless recruitment process.
- Posted job vacancies across multiple recruitment platforms and monitored applications to attract qualified candidates.
- Maintained and updated applicant tracking systems (ATS), recruitment databases, and candidate records with a high level of accuracy.
- Conducted preliminary candidate assessments and verified application information to support recruitment decisions.

Front Desk Officer

- Served as the first point of contact for clients and visitors, providing professional front desk and customer service support while maintaining a welcoming office environment.
- Responded promptly to customer enquiries via telephone, email, and in person, providing accurate information and resolving routine issues in a timely manner.
- Scheduled appointments, coordinated meetings, and managed visitors' schedules to ensure efficient daily office operations.
- Maintained accurate customer records, visitor logs, and administrative documentation while ensuring data confidentiality and compliance with organizational procedures.
- Prepared daily, weekly, and monthly administrative reports to support management decision-making and operational planning.

INTERPERSONAL SKILLS

Problem-Solving, Stakeholder Engagement, Confidentiality, Excellent Communication, Good Interpersonal Relationship, Teamwork, Critical Thinking, Time Management, Leadership Skills.

REFEREE

Available on request.