

EBUBE ELIJAH

elijahEbube73@gmail.com | +234 816 811 8996
26, Adekoroye Street, Off Powerline Bus-stop, Ejigbo, Lagos State, Nigeria 102214



PROFESSIONAL SUMMARY

Organized administrative professional with experience streamlining office processes, coordinating meetings, maintaining records, and supporting efficient day-to-day operations. Proactive and detail-oriented, with strong communication, customer service, data-entry, and Microsoft Office skills. Able to multitask, prioritize workloads, and support teams in fast-paced environments.

WORK HISTORY

Safari Foods — Administrative & Sales Support

Amuwo Odofin, Lagos | 06/2026 – Present

- Coordinate daily office administration, supplies, equipment, filing systems, maintenance, and vendor liaison.
- Receive, process, and track customer orders; prepare quotations, invoices, delivery notes, and related sales documents.
- Maintain sales records, customer databases, order logs, and updated CRM or sales management information.
- Coordinate order fulfilment with Operations and Production, and follow up on pending orders and delivery schedules.
- Respond to customer enquiries, complaints, and requests; escalate issues when needed and maintain professional customer relationships.
- Coordinate meetings, appointments, calendars, travel logistics, and events; prepare agendas, minutes, correspondence, and reports.
- Prepare daily, weekly, and monthly sales and administrative reports; compile and analyse data for forecasting and management decisions.
- Monitor compliance with administrative procedures, deadlines, and service timelines.

Contec Global Group — Administrative Assistant

Victoria Island, Lagos State | 10/2024 – 09/2025

- Initiated purchase orders for office supplies and supported cost-effective procurement.
- Maintained accurate records through data entry and improved document filing and retrieval.
- Assisted with budget preparation, bookkeeping, invoicing, and expense tracking.
- Managed front-desk duties, phone enquiries, correspondence, and client service.
- Organized client meetings, prepared agendas, updated company databases, and handled sensitive information confidentially.

Bon Hotel & Suites — Administrative Assistant

Ekiti, Ekiti State | 06/2022 – 05/2024

- Handled front-office administration, scheduling, filing, correspondence, and travel arrangements for management.
- Managed guest enquiries and communications professionally, supporting customer satisfaction.
- Maintained staff attendance, payroll support, HR documentation, and confidential records.
- Prepared reports, presentations, and internal communications; processed invoices, purchase orders, and expense reports.
- Monitored office supplies, supported hotel operations and events, and coordinated with housekeeping, catering, and front-desk teams.
- Assisted with recruitment scheduling and candidate records while ensuring compliance with hotel policies and standards.

EDUCATION

Bachelor of Science: Political Science — Federal University Oye Ekiti, Oye, Ekiti State, Nigeria

02/2020 – 08/2024

SKILLS

Customer service • Microsoft Office Suite • Organization • Time management • Written and verbal communication • Attention to detail • Scheduling and calendar management • Data entry • Problem-solving • Multitasking • Adaptability • Working under pressure • Sales administration • Order management • Reporting and record keeping

LANGUAGES & REFERENCES

English — Proficient (C2) | References available upon request.