

ETIM FAITH

08105361981 | faithetim233@gmail.com

OBJECTIVE

A certified sociologist, highly motivated, adaptable and responsible fellow, seeking a role (s) to allow me further explore my skills as I provide high level of productivity and effective service delivery, develop good work ethics with colleagues and to diligently contribute my own quota to the growth and development of the organization.

EDUCATION

- **Federal University Otuoke, Bayelsa State.** 2019
BSc Sociology and Anthropology.
(Second Class Upper Honors)

PROFESSIONAL SKILLS

- **Chartered Institute of Personnel Management of Nigeria (CIPM).** 2025
Strategic Career Development and Professional Excellence.
- **The Institute of Advanced Entrepreneurship Research and Development.
(Makurdi, Benue State)** 2021
Human Resource Management, Professional Postgraduate Diploma.
- **Beulah Computer Institute Twon-Brass Bayelsa State.** 2015
Diploma in Computer Studies.

WORKING EXPERIENCE

- **Billuchi Consults, Asokoro Extension, Abuja.** Nov. 2024 – Till Date
Administrative Officer
 - Managing office day to day operations.
 - Coordinating schedules and meetings for agents/teams.
 - Prepared weekly office tracker including handling office supplies.
 - Handling client communications and correspondence
 - Maintaining property records and documents.
 - Assisting with Project management.
- **BMC ETIABA Law House, Wuse II, Abuja.** Sept 2021- Oct 2024
Secretary/Admin Officer
 - Maintained correct and up-to-date employee records and personnel files.
 - Oversee day-to-day office operations, including supplies, equipment.
 - Coordinated schedules, meetings, manage office calendar and appointments.
 - Handled incoming and outgoing correspondence, including emails, letters.
 - Prepared and submitted reports and administrative data.
 - Assisted in recruitment process, including job postings, interview scheduling. Employee onboarding, and orientation.

- **NYSC (Government College Nasarawa, Nasarawa State) (Place of Primary Assignment)**

Mar 2020 – Feb 2021

Subject Teacher

- Taught English language in senior secondary class
- Invigilate and kept records of class attendance, tests and examinations
- Wrote and updated lesson notes, set assignments, tests and examinations

- **Wise View Catalogue, Port Harcourt Rivers State.**

2019 – 2020

Sale's Personnel

- Handling calls and request.
- Responsible for sales.
- Maintaining sales and stock record.

SKILLS

- Dynamic and enthusiastic with good written and verbal communication skills
- Ability to work with minimal or no supervision
- Efficient and positive approach to issues and tasks
- Proficient in the use of Microsoft office
- Canva and Google workspace
- Ability to work on multitasks, methodologically and accurately

INTERESTS

- Love reading
- Like's taking notes
- Learning new things
- Like's socializing with friends and traveling to new places
- Like's listening music

PERSONAL DATA

- | | |
|-------------------|--------------|
| ▪ Sex. | Female |
| ▪ Marital Status. | Single |
| ▪ Religion. | Christianity |
| ▪ Nationality. | Nigerian |
| ▪ Location. | Abuja |

REFERENCES

- Available on request.