



KA REEMA

Professional Secretary & Administrative Assistant

Experience: No Experience/Less than 1 year | **Available:** 1 Week | **Location:** Abuja

abdulkareemummihanni16@gmail.com N/A

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ABOUT ME



Dedicated and organized professional with strong communication and writing skills. Highly efficient in managing day-to-day administrative tasks, maintaining schedules, and handling correspondence with precision. Quick to adapt to new environments, tech-savvy, and deeply committed to supporting team productivity and keeping office operations running smoothly.

WORK EXPERIENCE



No Experience |

EDUCATION



Okehi comprehensive secondary school

High School (S.S.C.E) | Secondary school certificate

CERTIFICATES & AWARDS

