

OBI CHIDIMMA VALERIA

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PROFESSIONAL SUMMARY

A highly organized Front Desk professional with a B.Ed. in Early Childhood and Primary Education and practical experience in communication, documentation, coordination, record keeping, scheduling, stakeholder engagement, and day-to-day operational support. Demonstrates strong ability to manage multiple priorities, maintain accurate records, coordinate activities, respond to enquiries, communicate professionally with different stakeholders, and support smooth daily operations. Experienced in working in structured environments requiring attention to detail, confidentiality, time management, teamwork, and effective interpersonal communication. Seeking to transition into an office-based Administrative Assistant, Receptionist, Front Desk Officer, or Administrative Support role where strong organizational and communication skills can contribute to efficient business operations and excellent client experience.

WORK EXPERIENCES

Rovedana Limited, Lagos State, Nigeria

Receptionist | August 2026 - Present

- Greet and welcome visitors, clients, vendors, and guests in a professional and courteous manner.
- Manage the reception area and maintain a clean, organized, and professional front-desk environment.
- Receive and respond to visitors' enquiries, providing accurate information and appropriate assistance.
- Maintain accurate records of visitors, appointments, deliveries, and incoming correspondence.
- Maintain confidentiality when handling sensitive company, employee, and visitor information.
- Monitor office supplies at the reception desk and request replenishment when necessary.

Renaissance Garden School, Lagos State, Nigeria

Administrative Assistant | September 2025 - June 2026

- Managed administrative operations, ensuring smooth coordination of school activities and office procedures.
- Responded to inquiries from parents, students, staff, and visitors through phone calls, emails, and in-person interactions.
- Maintained accurate records of student information, staff documentation, attendance, correspondence, and administrative files.
- Supported the admission and enrollment process by collecting, verifying, organizing, and filing students' documentation.

Chihaben Nig. Limited, Lagos State, Nigeria

Front Desk Officer | February 2024 - June 2025

- Managed a busy front desk, welcoming visitors, clients, and vendors while maintaining a professional customer experience.
- Answered calls and inquiries, ensuring timely communication.
- Maintained accurate visitor logs, appointment schedules, and reception records in line with company procedures.
- Coordinated meetings, appointments, and conference-room bookings to support efficient office operations.
- Received, recorded, and distributed incoming correspondence, courier packages, and official documents.

Madonna Girls School, Lagos State, Nigeria

Teaching Assistant | September 2022 - February 2023

- Planned and delivered age-appropriate lessons in line with the school's curriculum objectives.
- Supported the creation of an engaging classroom environment that encouraged pupils' participation and interest in learning.
- Applied classroom management techniques to promote discipline, positive behaviour, and effective learning.
- Assisted in monitoring pupils' academic performance and identifying areas requiring additional instructional support.
- Worked collaboratively with teachers, management, students, and other staff members to support smooth institutional operations.

EDUCATION

B.Ed., Early Childhood & Primary Education | **Nnamdi Azikiwe University, Anambra State** (2023)

SKILLS

- Administrative Support
- Front Desk Operations
- Reception & Visitor Management
- Customer Service
- Telephone & Email Communication
- Document Management
- Filing & Documentation
- Calendar & Schedule Coordination
- Confidentiality & Professional Ethics
- Time Management
- Multitasking & Prioritization
- Microsoft Office
- Google Workspace

REFEREE

Available on request