

OKOKA UYOR JOY

Administrative Support/Administration & Office Management

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📍 No. 42, Small London, Igbologun, Amuwo Odofin, Lagos ♀ Female

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PROFILE

A dedicated and enthusiastic graduate eager to begin a career with a forward-thinking organization that values growth and innovation. Brings a strong foundation in communication, organization, and problem-solving, along with a genuine willingness to learn, adapt, and take on new challenges. Highly motivated to contribute fresh ideas and hands-on effort toward achieving organizational goals, while continuously developing professionally within a dynamic and supportive environment.

PROFESSIONAL EXPERIENCE

Personal Assistant to the Managing Director
Orion Marine Limited (National Youth Service Corps placement)

07/2025 – 05/2026 | Apapa, Lagos

Job Responsibilities:

- Organize daily appointments, meetings, and Business engagements.
- Maintain confidential files and company records.
- Manage office documents, filing systems, and correspondence.
- Handle sensitive company information with discretion
- Maintain professionalism when dealing with executives, clients, and government officials.
- Help monitor budgets, invoices, and administrative expenses

Achievements:

- Streamlined executive scheduling, significantly reducing appointment conflicts and improving productivity.
- Developed an organized filing and records management system that enhanced document accessibility and operational efficiency.
- Maintained strict confidentiality while handling sensitive executive and corporate information, achieving a zero-breach record.
- Supported budget and invoice monitoring, contributing to accurate financial record-keeping and timely administrative payments.
- Coordinated high-level meetings with executives, clients, and government officials, ensuring smooth communication and professional stakeholder engagement.

EDUCATION

Bachelor of Arts Degree in Linguistics and Language
Federal University Oye Ekiti

2019 – 2024 | Oye Ekiti, Ekiti State

West African School Certificate(O'level/Senior Secondary)
Federal Government College

2013 – 2019 | Ido-Ani, Ondo State

SKILLS

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| • Google Workspace (Docs, Sheets, Slides, Drive) | • Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | • Leadership & team collaboration | • Attention to detail & quality assurance |
| • Budgeting, financial planning and cost reduction | • Strategic thinking & problem solving | • Business communication (written & verbal) | • Time management & multitasking |

LANGUAGES

Fluent in Igbo

Proficient in English

INTERESTS

Passionate community organizer. | Conducting meaningful research.

REFERENCES

Available upon request.