

SAVIOUR MFONISO EDET**ADDRESS:** Abuja, Nigeria.**CONTACT:** +2349035564656, +2349155872097**EMAIL:** sedet4339@gmail.com**PROFILE**

Motivated and detail-oriented graduate of Political Science and Diplomacy with practical experience in administrative and operational roles through the National Youth Service Corps (NYSC). Demonstrates strong organizational, communication, and documentation skills, with the ability to work collaboratively, manage records accurately, and support business operations. Eager to contribute to organizational efficiency and growth while continuing to develop professionally.

WORK HISTORY**Administrative Assistant****02/26 - 06/26***The Intentional Parent Academy, Abuja*

- Manage and respond to client inquiries across multiple communication channels.
- Manage and maintain records of books and organizational materials.
- Create promotional fliers and digital content for awareness and marketing campaigns.
- Shoot and edit photo/video content for social media engagement and branding.
- Manage social media platforms ensuring consistent brand messaging and audience engagement.
- Support daily office operations and communication processes.

Operations officer /Admin officer (NYSC)**01/25 - 12/25***Eagleview Concepts Limited, Garki Area 8, Abuja*

- Supported daily operational and administrative activities to ensure smooth business processes.
- Accurately reviewed, processed, and uploaded documents for various clients, ensuring correctness and compliance.
- Assisted in coordinating and executing outreach and marketing activities to promote the organization's services.
- Worked closely with team members to meet deadlines and maintain operational efficiency.

EDUCATION

- **Bachelor of Science (BSc.) – Political Science and Diplomacy 2020 - 2024**
Veritas University, Abuja.
- **Secondary School Certificate 2014 - 2020**
Christ Academy International, Abuja
- **First School Leaving Certificate 2010 - 2014**
Starville Primary School, Abuja

SKILLS, LANGUAGES AND TRAININGS

Skills:

- Social Media Management

- Content Creation
- Video Editing
- Graphic Design (Canva)
- Client Communication
- Microsoft Word & Excel
- Time Management
- Organizational Skills
- Attention to Detail
- Task Prioritization

Language:

- English (Fluent)

CERTIFICATIONS

1. CERTIFICATE OF NATIONAL SERVICE (2025)