KALU IDIKA EKE

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Summary

Dedicated and detail-oriented Personal Assistant with experience in administrative support, calendar management, and task coordination. Strong background in customer service with proven problem-solving and organizational skills. Currently holding an OND in Accountancy (awaiting certificate) with a solid understanding of financial principles. Passionate about delivering exceptional service and contributing to business efficiency. Seeking opportunities to leverage my skills in a dynamic environment.

Personal Information

Currently Employed: Yes
Highest Level of Education: National Diploma

Work Experience

Cook

Mega Chicken Restaurants | Lagos
June 2022 to Present

Personal Assistant

Ideal Furniture | Lagos
February 2021 to April 2022

Provided administrative and organizational support, managing calendars, scheduling meetings, and handling correspondence.

Coordinated travel arrangements, itineraries, and logistics for business and personal events.

Maintained confidential records and ensured timely follow-ups on important tasks and deadlines.

Acted as a liaison between clients, vendors, and internal teams, ensuring seamless communication.

Handled basic financial tasks, including expense tracking, budget management, and invoice processing.

Improved office efficiency by implementing effective filing systems and streamlining daily operations.

Teacher

Monidams Grammar School Lagos | Lagos
February 2019 to February 2021

English Studies and Economics Teacher
Monidams Grammar School, Junior Secondary School
Duration: 3 yearsTaught English Studies and Economics to junior secondary school students, fostering a deep understanding of both subjects.Developed and implemented engaging lesson plans that accommodated different learning styles and abilities.Prepared students for examinations by creating and administering assessments that tested their knowledge and skills.Provided individualized support to students, helping them overcome academic challenges and achieve their personal best.Collaborated with colleagues to develop interdisciplinary projects and enhance the overall curriculum.Organized extracurricular activities such as debates and economic clubs to further enrich students' learning experiences.

Education

Accountancy (OND)

Lagos state polytechnic | Lagos

February 2022 to October 2024

Projects:

Impact of Cashless Policy on Quoted SMEs' Performance in Nigeria: Conducted in-depth research on how the cashless policy affects SMEs, analyzing financial data and providing actionable insights for financial decision-making.

Applied financial analysis and statistical tools to interpret data and present findings in a comprehensive report.

Achievements:

Successfully presented and defended your research project, receiving positive feedback from faculty.

Developed strong analytical and problem-solving skills through case studies and practical assignments.

Affiliations:

Member, Student Accountancy Association at Lagos State Polytechnic.

Active participant in financial literacy and entrepreneurship workshops.

Licenses and Certifications

OND Accountancy

Ordinary National Diploma (OND) in Accountancy – Lagos State Polytechnic (Awaiting Certificate, Completed 2024)

Skills

Organizational skills **Administrative experience** **Restaurant experience** **Customer service** **Communication skills** **Food preparation**