



# CHAT IDI

Office administration and customer service

**Experience:** 3 years | **Available:** Immediately | **Location:** Kaduna

chattobias2@gmail.com |  
+2348039673283

## ABOUT ME



Chat Gloria Idi is a meticulous Administrative/ customer support officer with an excellent track record of achieving task and organisational goals. Capable of working independently with little or no supervision. She is able to handle multiple high-volume tasks wit

## WORK EXPERIENCE



### Liveboox system LTD

Mid level | Administrative officer  
Kaduna , Nigeria  
2021-03-01 | Currently working here

#### ADMINISTRATIVE OFFICER

Livebox system LTD1a

Mar 2021 - Present

- 1.Manage office supplies stock and place orders
  - 2mPrepare regular reports on expenses and office budgets
  - 3.Maintain and update company databases
  - 4.Organize a filing system for important and confidential company documents
  - 5.Update office policies as needed
- Maintain a company calendar and schedule appointments
- 6.Book meeting rooms as required
  - Distribute and store correspondence (e.g. letters, emails and packages)
  - 7.Prepare reports and presentations with statistical data, as assigned
  - 8.Arrange travel and accommodations
  9. Schedule in-house and external events

No Experience |

EDUCATION



Kaduna Polytechnic

HND | Building

JOB SKILLS



- Effective communication,
- Tenacity
- Time management
- Good listener
- Excellent inventory taking
- Meticulous customer support

LANGUAGE SKILLS



- English
- Hausa

CERTIFICATES & AWARDS



Microsoft and administrative professionals: Certificate | 2023