**Personal Data**

Full Name **Oseremen Ojeme Tehila**

Date of Birth 2nd September, 1982

Details of Contact Address No, 11 Road 5, Funmbi Fagun, Ondo

Email: tojeme@unimed.edu.ng

Phone number 08036072591

Local Govt. Area Esan Central

Nationality Nigerian

Marital Status Single

Religion Christian

**ACADEMIC QUALIFICATIONS OBTAINED WITH DATES**

* University of Ibadan, BSc (Political Science)Part-time 2015 in-view
* Auchi Polytechnic Auchi, Edo State (HND) Secretarial Studies -2006
* Auchi Polytechnic Auchi, Edo State (ND) Secretarial Studies - 2003
* Assured Computer Academy Area3, Garki Abuja (Diploma) 2004
* Odo-Obara High School Epe, Lagos State (WAEC) 2000 & GCE
* Local Government Primary Makun, Sagamu Ogun State (FSLC)1990

**COMPUTER PROFICIENCY:**

Microsoft office Package, Internet Applications etc

**WORK EXPERIENCE:**

**University of Medical Sciences, Ondo City, Ondo State(** 2nd Oct 2015 to Date**)**

Position: Personal Secretary to the Vice Chancellor

**Responsibilities:**

* Provides secretarial and administrative support
* Maintain organizational files and records of matters in progress and follow-up to ensure actions are completed.
* Coordinates and schedule departmental meetings

**SC ConnectHouse Limited**, Ojodu Lagos **(**July 2008 – Sept. 2015)

Position: Personal Assistant to the Managing Director/CEO

**Responsibilities:**

* Provides secretarial and administrative support
* Maintain organizational files and records of matters in progress and follow-up to ensure actions are completed.
* Coordinates and schedule departmental meetings
* Manage relationship with Clients on Interconnect activities**/** debt recovery.
* Bank Relations: Payments to vendors, clients, Operators and Internal/Externals Directors.
* Handles request for travels arrangements, ticketing/ hotel bookings and expenses claims.
* Managing the CEO’s schedules, subscriptions and confirm appointment.
* Updating and compiling staff weekly reports and other duties assigned.

**PEACOCK Travels & Tour**s, Obafemi Awolowo Way, Ikeja, Lagos. (May - June 2008)

Position: Personal Secretary to the Managing Director/CEO

**Responsibilities**

* Collate client/agent’s flight tickets booking request, and make available to respective officers in charge for further action.
* Provides Secretarial and administrative support
* Stock management e.g stationery, office equipment and makes arrangement for placing new order.
* Answering calls: Screens callers and relates messages to the CEO and book appointment if necessary.
* Managing the CEO’s schedules, subscriptions and confirm appointment.

**Murtala Mohammed Int’l Airport** (FAAN) Ikeja, Lagos) March 2007- Feb.2008)

SERVICOM Department(NYSC One Year Primary assignment)

Position: Secretary to GM Servicom

* **Responsibilities:**
* Provides secretarial and administrative support.
* Keeps record of passenger’s complaints and suggestions.
* Ensures quality service is delivered to all Airport users.
* Co-ordinate and publicize customers care policy of FAAN.
* Undertake periodic passenger’s satisfaction survey/feedback mechanism.

**PPMC, NNPC Headquarters,** Central Area Abuja. (One year Industrial Training)

(Attached to Director of Commercial office)

Position Held**:** Secretarial Asst **(**January 2004 - March 2005)

**Responsibilities:**

* Process major and independent marketer’s Correspondence
* Answering of telephone calls: Screens callers and relates messages to DOC.
* Maintaining visitors and enlist DOC appointments accordingly.
* Stock management e.g stationery, office equipment and makes arrangement for placing new order when necessary.
* clerical duties.

**STRENGTH/SKILLS**

* Multi-tasking ability.
* Communication: speaks with confidence and clarity when communicating.
* Very optimistic and result oriented.
* Organization: Uses time and resources effectively.
* Good team spirit and Quick learner.
* Well-developed Integrity.

**INTEREST**: Traveling, Reading, and Networking.

**LANGUAGE PROFICIENCY:** English, Yoruba, Esan