

**NAME: AHMED ESTHER IYADUNNI**

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### **Objective**

Highly organized and results-driven Administrative Assistant with extensive experience in HR functions, business development, and executive support. Adept at streamlining office operations, fostering team communication, and driving organizational efficiency. Seeking to contribute administrative expertise and language proficiency to advance organizational goals.

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### **Education**

Bachelor of Science in Physics

Kogi State University, Nigeria

2013 – 2018

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### **Professional Certifications**

- Human Resource Management
- Project Management
- Customer Service Management

### **Travel manager**

-Dreamport.

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### **Professional Experience**

#### **Administrative Assistant**

Sinoma Nigeria Company Ltd, Abuja, Nigeria

2021 – Present

- Provided comprehensive administrative support to management and various departments.
- Coordinated office activities and ensured smooth day-to-day operations.
- Assisted HR functions, including recruitment, employee relations, and record-keeping.
- Managed executive schedules, appointments, and travel arrangements.
- Acted as a liaison between staff and management, ensuring effective communication and timely issue resolution.

#### **Research and Data collection assistant (virtual assistant)**

Brown + Dutch PR, Inc . | Consumer Product Events Malibu, California

July to August 2024.(Project).

- Collect quantitative and qualitative data through online tools, fieldwork, or phone interviews.
- Ensure accurate recording of all data and maintain data integrity.
- Enter collected data into databases or spreadsheets accurately and efficiently.
- Organize and manage data files, ensuring easy access and proper labeling.
- Verify the accuracy of data and conduct regular data audits to identify and correct errors.
- Regularly communicate with research supervisors, team members, and stakeholders to provide updates.
- Collaborate with team members to troubleshoot issues in data collection or management

**Executive Assistant**

Diamond Shine Nigeria Limited, Abuja, Nigeria  
2019 – 2020

- Managed senior management calendars, meetings, and correspondence.
- Oversaw office operations and maintained organized documentation systems.
- Prepared reports, presentations, and business documents.
- Contributed to the development and execution of strategies to enhance profitability.

**Business Executive**

Adron Homes and Properties, Abuja, Nigeria  
2020 – 2021

- Executed sales and marketing strategies to promote company products and services.
- Identified and pursued new business opportunities, expanding market reach.
- Built strong client relationships and ensured excellent customer service.
- Maintained accurate client account records and communications.

**Administrative Assistant (NYSC)**

Industrial Training Fund (ITF), Nigeria  
2018 – 2019

- Supported HR and Admin Manager in recruitment and administrative tasks.
- Maintained employee records and ensured compliance with company policies.
- Assisted with candidate sourcing and scheduling interviews.

**Industrial Attachment (Assistant HR/Admin)**

PPMC Minna Depot, Nigeria  
2016 – 2017

- Supported HR functions, including employee onboarding, training, and evaluations.
- Handled documentation, filing, and data entry tasks with accuracy.

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**Key Skills**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong organizational and multitasking abilities
- Excellent communication and interpersonal skills
- High attention to detail and accuracy
- Adaptable to fast-paced environments
- Data Entry

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**Languages**

- Proficient: English, Yoruba, Hausa
- Basic Knowledge: Mandarin (Chinese)

**References**

Available upon request

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