**Abel Victor Garba**

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**Personal statement**

Pragmatic, determined, open-minded, systemized, logical, accurate, patient, perceptive, results-oriented with the ability to work independently or as part of a team with experience in administration and secretarial roles. A highly organised and efficient individual, thorough, and precise.

Trustworthy and focused on honouring organizational ethics and preserving confidentiality with experience in administration and secretarial roles.

**Key Skills**

1. Organizational Skills: Efficiently manage tasks, prioritize responsibilities, and maintain order in the workplace.
2. Communication Skills: Strong verbal and written communication abilities, including professional correspondence and effective interaction with colleagues and clients.
3. Time Management: Prioritize tasks, meet deadlines, and handle multiple responsibilities simultaneously.
4. Attention to Detail: Accurate and thorough in tasks, with a keen eye for detail to minimize errors.
5. Calendar Management: Proficient in scheduling appointments, coordinating meetings, and managing calendars for executives.
6. Technology Proficiency: Familiarity with office software, email systems, and the ability to adapt to new technologies.
7. Problem-Solving: Quick and effective problem-solving skills to address challenges as they arise.
8. Team Collaboration: Ability to work well in a team, supporting colleagues and contributing to a positive work environment.
9. Confidentiality: Maintain discretion and handle sensitive information with confidentiality and professionalism.
10. Adaptability: Flexibility to handle changing priorities, unexpected tasks, and evolving responsibilities.
11. Customer Service: Provide excellent service to both internal and external stakeholders.
12. Record Keeping: Maintain organized records, files, and documentation for easy retrieval.
13. Initiative: Proactively identify opportunities to contribute and take on additional responsibilities.
14. Resourcefulness: Ability to find solutions and information independently.
15. Multitasking: Manage various tasks efficiently without compromising quality.

**Education**

* BSc, Sociology and Anthropology, in view (University of Maiduguri).
* Maiduguri Capital school, 2001-2012.

**Hobbies & Interests**

* Reading
* Basketball
* Travelling, meeting people, learning new ideas

**Software**

* Microsoft Word
* Microsoft Excel
* Power
* Outlook

**References**

References are available upon request.