

CORNELIA INOH

Rivers State, Nigeria
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PROFESSIONAL SUMMARY

Attentive and personable administrative assistant with seven years proven experience providing comprehensive support in dynamic office environment. Demonstrated expertise in document management, streamlining processes, and ensuring regulatory compliance. Known for meticulous attention to detail and the ability to adapt quickly to evolving priorities. Consistently recognized for outstanding organizational skills and a proactive approach to problem-solving.

CORE SKILLS

- Planning and coordination
- Multitasking
- Detailed oriented
- Time management
- Appointment scheduling
- Data entry
- Confidentiality understanding
- Proficiency in zoom and MS Teams

EDUCATION

Rivers State University, Nigeria 2018- 2019
PGDip, Chemistry

University of Calabar, Nigeria 2006- 2011
BSc (Hons), Applied Chemistry

PROFESSIONAL EXPERIENCE

Environmental Consultant/ Administrative Assistant 2015 - Till date
Metaspec Consult Limited, Port Harcourt, Rivers State, Nigeria

- Provide Lead Consultant with all administrative and clerical duties, working closely with the Deputy Managers, safety manager and other environmental consultants.
- Provide technical assistance on EHS compliance, environmental management system, proposal preparation and due diligence transaction projects.
- Successfully supervised the environmental projects undertaken by multi-disciplinary teams for EIA, ESIA, PIA, EER, options appraisals, and/or environmental management plans.
- Coordinates meetings, appointments, and conferences and manages travel logistics and expense reports for the Lead Consultant.
- Create and update physical records and digital files to maintain current accurate and compliant documentation

- Respond to emails and other correspondence to facilitate communication and enhance business processes.
- Prepare and proofread documents, reports, and presentations
- Record expenses and maintain accounting records
- Manage office supplies and equipment inventory, decreasing unnecessary expenditure to 60%.
- Responsible for the final review and release of Audit reports to clients.
- Maintain utmost discretion in all communication and sensitive documents for the lead consultant and senior executives.
- Create spreadsheets using Microsoft Excel for daily, weekly and monthly expenses and reporting.
- Use Microsoft Word and other software tools to create documents and other communication.
- Schedule and conduct in-house safety training for personnel and interns to ensure knowledge of environmental challenges and ways to protect our natural resources.
- Provide excellent customer service and support skills to clients and strictly adhere to company policies.

Teaching Assistant (Chemistry tutor)

November 2013 - October 2014

Government Secondary School, Elekahia, Rivers State, Nigeria

- Supported head teacher in preparation and production of classroom materials.
- Assist in teaching a class of 30 students in General Chemistry and practical courses with a 100% pass record.
- Prepared and organized tests and examinations for the students.
- Assist in planning and organizing social activities in the school.
- Ensure all departmental materials and laboratory equipment are in good, safe working order and stored safely and securely
- Assist teachers with maintaining student records.

Laboratory Assistant (Internship)

June 2013- October 2013

Jawura Environmental Services Limited, Rivers State, Nigeria

- Followed established procedures for samples identification, types and labeling
- Processed chemicals and sample specimen request ensuring release only to appropriate and authorize personnel
- Assist laboratory technician in carrying out laboratory analysis for water, effluent, soil and sediment.
- Manage the laboratory calendars and assigned freezing dates for samples to be analyzed.
- Performing onsite and off-site Environmental Monitoring Services
- Organizing and maintaining laboratory equipment, stock culture and documentation.

Assistant Quality Control Officer (Internship)

June 2009- Nov 2009

Nlendabo Limited (Table Water Facility), Cross River State, Nigeria.

- Assist in monitoring the activities of other staff and reporting back to the production manager.
- Provided administrative support to the production manager by preparing and maintaining production reports and documentation to track progress and efficiency.
- Performing quality checks of the manufactured products.
- Keeping records of the entire Quality test carried out and input in a spreadsheets.

Office Assistant

Love Brother Photo Laboratory Akwa Ibom State, Nigeria.

April 2005- August 2005

- Maintained cleanliness of the lobby and front office area.
- Managed office inventory by restocking and placing orders.
- Communicated with customers via phone to confirm pickup and deliveries.
- Issuing of receipts and documentation of transaction documents.
- Respond to customer billing and financial queries and directed customers to the appropriate department as necessary.
- Developed and updated spreadsheets to track analyze and report on performance and sales data.

INTEREST & HOBBIES

- Skilled in creative writing.
- Travelling and making connections.
- Passionate about cooking and baking.
- Reading and journaling.

LANGUAGES

English: Official Language, Distinguished levels in Listening, Speaking, Reading, and Writing.

Ibibio: Native Language, Fully Fluent.

Naija Pidgin (English-based Creole): Fully Fluent

REFERENCE

Available on request.