

Bertha Amahudin

34 St. Agnes Road, Wallingford, Herts WD3 4EF
bertam@yahoo.co.uk mobile: 07446899983 home: 01983955994

PROFILE

A dynamic and reliable individual with 10 years of experience as both Receptionist and Admin. Assistant both in UK and abroad. Excellent organizational skills and telephone manner, tact, diplomacy, and communication skills; experienced in dealing with customers and high level workloads within strict deadlines. Mature, energetic and hard-working; able to maintain confidentiality in sensitive matters and display excellent judgement and initiative when required. Advanced knowledge of all Microsoft packages and always keen to learn. Works well under pressure and without supervision both individually and in a team. Able to carry out detailed instructions to the letter.

CAREER HISTORY

NHS Blood and Transplant Services

Nov 2008 - Present

Personal Assistant to Finance Director and Assistant Finance Director (Temp. Position)

Responsible for the management of the FD and AFD's time; scheduling meetings and conferences; diary management and co-ordination of all demands to achieve the maximum effectiveness of their day.

This also includes:

- Taking minutes at the Finance Senior Manager Team meetings, Finance Operations, and Human Resources/ Finance Managers meetings;
- Sending out correspondence as directed by both FD and AFD;
- Taking the initiative to deal with urgent mail and email in their absence;
- Screening all FD's and AFD's phone calls;
- Maintaining communication amongst all the FD's and AFD's Direct Reports (by cascading emails, or generating information as required);
- Maintaining the petty cash float; disbursing as required;
- Maintaining clear and concise financial records of all donations received for NHSBT Trust Fund including the banking of all donations cheques;
- Maintaining an orderly filing system;
- Keeping records of leave, sickness absence of all FD's and AFD's Direct reports.

Temp. Administrative assignments with Reed Employment

Jan 2007 – Nov 2008

- Exley Publications
- Watford Borough Council
- Central Trust Finance
- McNicholas Construction
- BT Global Services
- National Car Rental
- NHS Blood and Transplant Services

These temp. roles have included data entry, Customer Service and Personal Assistant positions involving: diary management; travel booking; arranging meetings; meeting and conference room bookings; taking phone calls; responding to Director's emails as directed; dealing with inbound and outbound mails; being first point of contact for visitors to the Finance Director's office. Disbursing petty cash as required; banking and maintaining trust fund donation records.

Age Concern Redbridge, Ilford

July 2005 - Dec 2006

Receptionist

Responsible for the efficient operation of the front-desk reception area, answering the main switchboard, dealing with general enquiries, transferring calls, meeting and greeting visitors to the office, keeping the reception area clean and tidy, dealing with inbound/outbound post and arranging couriers. Ensuring the leaflets were up-to-date and replacing them when necessary. Ensuring that database was up-to-date.

Admin. Assistant - New Start 50+

The New Start 50+ was a project handled by Prospect services limited in partnership with Age Concerns London-Wide. The Project is jointly funded by the European Social Fund (ESF) and the Learning and Skills Council (LSC). The project was set up to help people who are 50 and above who were having difficulty getting into employment.

Responsible for working hand-in-hand with the Career Advisor; liaising with the local Job Centres to set up interviews for clients, follow up with training and link them up with potential employers. Also responsible for preparing CVs for such clients; setting up a database for all clients on the project, preparing monthly reports on each client progress and sending such to the head office. Entering clients data into the PDM tracker, preparing monthly spreadsheets.

Science Teachers Association Of Nigeria

1997 - 2004

Assistant Secretary to the Administrative Secretary and later, Executive Director

Responsible for the general running of the Secretariat; disbursing of petty cash; stationery usage and replacement and supervising other staff members. I was also responsible for preparing for annual conferences, taking minutes at all AGMs, Executive Board Meetings, Governing Council Meetings. I also handled all the Newsletter, Bulletin, Journal printing and publishing. Before I joined the Association, all typesetting and design work was handled by a printing company.

Achieved significant cost savings by:

- handling all typesetting work myself;
- training other staff in the use of design programmes and typesetting.

University Press Plc

1996 - 1997

Secretary in the Administrative Department

Dealing with all paper work generated in the Admin Department. Also handled incoming phone calls, memo distribution and filing. Later moved to the production department where I handled typesetting of manuscripts for publishing.

United Beverages Plc, Alomaja, Ibadan

1993 - 1995

Clerk /Typist in the Factory Manager's office

My work involved copy-typing, memo and mail distribution. Later promoted to an Account Clerk in the Finance Department where I handled the preparation of Staff payroll, receiving the sales proceedings from the salesmen and standing in for the cashier. It was from here that I got my first experience of cash-handling and book balancing and banking.

EDUCATION

- 1995 – 1996 Heptagon Computer Higher Institute**
Certificate in Desktop Publishing
- 1991 – 1993 Prospect University**
Higher National Diploma in Secretarial Studies
- 1984 – 1990 Universal Tutorial College**
GCE O Level - 5 subjects including English

Other Information

- Touch typing at 50 - 55wpm
- Advanced knowledge of Microsoft Word, Power Point, Excel, Office 2000
- Advanced knowledge of DTP design packages: Adobe and Corel Draw
- Telephone/Reception Skills
- ECDL

Interests

Working on computers, listening to music and reading.

References Available Upon Request