

**Personal Data:**

Full Name: **Ojeme Tehila Oseremen**  
Date of Birth: **2<sup>nd</sup> September 1982**  
E-mail Address(es): **tojeme@unimed.edu.ng**  
Mobile Phone Number(s): **+2348036072591**  
Nationality: **Nigerian**  
State of Origin: **Edo**  
Local Government Area: **Esan Central**  
Permanent Home Address: **4 mount Zion Tollgate, Sagamu Ogun State**  
Marital Status: **Single**  
Number of Children and their Ages: **NIL**  
Next of Kin: **Stephen Ojeme**  
Details of Contact Address of Next of Kin: **4 mount Zion tollgate, Sagamu Ogun State**  
E-mail Address(es): **ojemestephen@gmail.com**  
Mobile Phone Number(s): **07032928850**  
Permanent Home Address: **4 mount Zion Tollgate, Sagamu Ogun State**  
Date of Assumption of Duty: **2<sup>nd</sup> October 2015**  
Rank/Status of First Appointment: **Confidential Secretary 7/1**  
Present Status: **Senior Personal Secretary**  
Date of Last Promotion: **October 2021**  
Present Salary, Grade Level and Step: **Contiss 9 step 3**  
Date of Confirmation of Appointment: **:October 2018**  
Faculty/Directorate: **Postgraduate School**  
Department/Unit: **Dean's office, Postgraduate School**

**Educational Background:**

University of Ibadan, Oyo State, Nigeria	2022
Auchi Polytechnic Auchi, Edo State	2006
Auchi Polytechnic Auchi, Edo State	2003
Odo Obara High School, Epe, Lagos State	2000
Local Govt Primary School, Makun Sagamu Ogun State	1990

---

Political Science	<b>Bsc</b> (Second Class Honours (Lower Class))	2022
National Youth Service Corp (NYSC) Certificate of National Service		2007/2008
Secretarial Studies	<b>HND</b> (Lower Credit)	2006
Secretarial Studies	<b>ND</b> (Lower Credit)	2003
West Africa Senior Secondary Certificate Examination ( <b>WASSCE</b> )		2000
First School Leaving Certificate <b>FSLC</b>		1990

**Work Experience with Dates:****University of Medical Sciences, Ondo**

Position: Senior Personal Secretary (Dean's Office Postgraduate School) **Feb 2024 – till date**

**Responsibilities:**

- Provides Secretarial and administrative support
- Handle in and out mails in the Dean's office, sort for approvals
- Manage the Dean of PG School diaries, book appointments, convey instructions as directed

- Ensure documents are properly filed and maintain confidentiality.
- Act as first point of contact, dealing with correspondence, phone calls and visitors.
- Organize and scheduled meetings and manage stationeries usage in the Dean's office

**Achievement:**

- A solid foundation in Public Administration and Human Relations
- Office management and Technology
- Maintain privacy and confidentiality
- Improve Communication
- Reduce costs, ensuring off-cuts are minimize

**University of Medical Sciences, Ondo City, Ondo State**

Position: Senior Personal Secretary (Vice Chancellor's Office)

**Oct 2015 to Feb 2024**

**Responsibilities:**

- Provides secretarial and administrative support to the Vice Chancellor
- Handled in and out mails for the Vice Chancellor, sort for approvals
- Managed the Vice Chancellor's diaries, book appointments, convey instructions as directed and processed VC's Duty Tour Allowance.
- Ensured documents is properly filed and maintained confidentiality  
In the Vice Chancellor's office
- Acted as first point of contact, dealing with correspondence, phone calls, visitors, often control access to the Vice Chancellor etc,
- Organized and scheduled meetings
- Purchased and managed stationeries usage in the VC's office
- Prepared monthly support allowance for VCO staff
- Keeps record of the Vice Chancellor's office inventory
- Managed the VCO Monthly Imprest.

**Achievement:**

- A solid foundation in Public Administration and Human Relations
- Office management and Technology
- Maintain privacy and confidentiality
- Improve Communication
- Reduce costs, ensuring off-cuts are minimize

**SC ConnectHouse Limited, Ojodu Lagos**

**(July 2008 – Sept. 2015)**

Position: Personal Assistant to the Managing Director/CEO

**Responsibilities:**

- Provides secretarial and administrative support
- Maintained organizational files and records of matters in progress and follow-up to ensure actions are completed.
- Scheduled departmental meetings
- Managed 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.
- Managed the CEO's schedules, subscriptions and confirm appointment.
- Updated and compiling staff weekly reports and other duties assigned.

**PEACOCK Travels & Tours**, 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: Corper

**Responsibilities:**

- Secretarial and administrative support
- Handle in and out correspondences
- Ensured documents is properly filed and maintained confidentiality

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

(Attached to Director of Commercial office)

Position Held: Secretarial Assistant (January 2004 - March 2005)

**Responsibilities:**

- Secretarial and administrative support
- Handle in and out correspondences
- Ensured documents is properly filed and maintained confidentiality

**Membership of Professional Bodies**

Chartered Institute of Professional Secretarial Staff of Nigeria (CIPSSON)

**Conferences, Seminars and Workshops Attended with Dates:**

- Nigerian Institute of Public Relation (NIPR): **Management & Administrative Skills Effective Communication.** July 2023
- The Institute of Information and Records Management of Nigeria **Administrative Officers Course & Secretaries Performance Course** November 2020
- Digital Bridge Institute: **Advance Digital Appreciation Programme** November 2018

Signature:



Date: 22 July 2024