



Julievette Ezieh


Office Administrative Assistant

Personal Info

 eziehjolietvet@gmail.com

 +971 525814058

 Abudhabi

 Cameroon

Education

- **Advanced Level Certificate
Of Education**
Aug 2015
- **Microsoft Office**
May 2018

Skills

- Microsoft Office Access
- Schedule appointments
- Customer service Oriented
- Excellent communication skills
- Data entry
- Multitasking
- Time management
- Prepare reports

Languages

English

Summary

Experienced Office Administrative Assistant and customer service supervisor with 5+ years providing exceptional organizational and administrative support. Skilled in data entry, scheduling, customer service and time management.

Work Experience

Office Administrative Assistant , Scrubs and clogs medical uniforms and accessories

September 2019 - April 2025

- Manage calendars, schedule appointments, and coordinate meetings for executives.
- Greeted visitors and handled a high volume of incoming calls and emails.
- Prepare reports, presentations, and correspondence with a high level of accuracy.
- Act as a liaison between departments to ensure efficient communication.
- Managed supply inventory and coordinated orders to ensure office efficiency.
- Handled data entry, invoice processing, and mail distribution.
- Supported event planning and logistics for company meetings.

References

References available upon request