



HAMZA CHADO ADAMU

Address: Doha, Qatar

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PROFESSIONAL SUMMARY

Organized and customer-focused administrative professional with experience supporting front office operations, managing schedules, and handling client communications. Skilled in multi-line phone systems, visitor management, data entry, and coordinating daily office tasks to ensure smooth workflow. Strong in communication, multitasking, and maintaining confidentiality, with proficiency in MS Office and booking systems. Known for creating a welcoming first impression while keeping operations organized and efficient. fluent in English, with basic Arabic, and available immediately.

ACADEMIC QUALIFICATION

Ibrahim Badamasi Babangida University Lapai Niger state, Nigeria 2018-2021

Bachelor's Degree Geography

Command secondary school, suleja Niger state, Nigeria.

2011-2017

SSCE Certificate

Army children's primary school 1 onitsha north Anambra state, Nigeria.

2005-2010

Certificate of Primary Education

PROFESSIONAL SKILLS

- Proficient in Microsoft Excel
- Proficient in Microsoft Word and Microsoft PowerPoint
- Data Analysis and Reporting
- Data Entry

PROFESSIONAL CERTIFICATIONS

- Computer Studies Certification
- Mapping and Visualization Certification
- Claude Artificial Intelligence Certification

PROFESSIONAL EXPERIENCE

Administrative Assistant

Company: Golden oil industries Limited Lagos

Duration: 2023-2025

Job Description

- Maintain and update records, databases, and spreadsheets with accuracy and attention to detail.
- Handle office communications including emails, calls, and visitor inquiries professionally.
- Schedule meetings, manage calendars, and coordinate daily administrative tasks.
- Organize files and support workflow to meet deadlines and team goals.
- Monitor office supplies and coordinate procurement to ensure smooth daily operations.

Receptionist

Company: Jet Motor company Lagos

Duration: 2021-2022

Job Description

- Greet visitors professionally, manage check-in/out processes, and direct them to appropriate staff or departments.
- Handle incoming calls, emails, and messages promptly and route them to the correct person.
- Support administrative tasks including data entry, filing, photocopying, and document preparation.
- Maintain reception area to ensure it is clean, organized, and presentable at all times.
- Handle confidential information with discretion and professionalism.

Front desk

Company: George residence banana island Lagos

Duration : 2019-2020

Job Description

- Greet visitors and guests promptly, verify appointments, and direct them to the right department or room.
- Handle phone calls, emails, and walk-in inquiries with accuracy and courtesy.
- Manage check-in/check-out processes, room assignments, or visitor logs depending on the setting.
- Coordinate with housekeeping, security, or operations teams to resolve guest requests.
- Process payments, issue receipts, and balance the cash drawer where applicable. • Ensure high levels of customer satisfaction.

PERSONAL INFORMATION

Name: Hamza Chado Adamu

Permanent Address: Madinat Khalifa, (Building-20, Street-931, Zone-34)-Doha, Qatar

Date of Birth: 05 July 1999

Gender: Male

Nationality: Nigerian

Email: hamzaadamu250@gmail.com

Marital Status: Single

Religion: Islam Languages:

English

Height: 6 FT Weight: 75.5 KGs

Hobbies: Reading and Traveling

I hereby certify that all the information provided is true to the best of my knowledge. I hope to be given the opportunity to join your organization as soon as possible to actualize my dreams and develop more.