

# TINA EDWARD GIBUNU

- Galadimawa Village, behind White heart Pharmacy FCT Abuja
- 08132401928, 07052861963
- tinaedwards040@gmail.com

## Professional Summary

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Highly motivated Administrative & Procurement Professional with proven expertise in virtual assistance, customer service, bookkeeping, procurement, and office administration. Skilled in managing organizational operations, preparing financial and technical reports, supporting and providing excellent client service. Adept at using MS Office, Google Workspace, Sage 50, and other digital tools to improve efficiency and deliver results.

## Core Skills

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- Virtual Assistance (Email & Calendar Management, Scheduling, Data Entry)
- Procurement & Supply Chain Management
- Financial & Bookkeeping Reporting (Sage 50, Excel)
- Customer Service & Call Centre Support
- Document & Presentation Development (MS Office, Google Docs/Sheets)
- Administrative & Office Management
- Problem Solving & Critical Thinking
- Time Management & Organization

## Professional Experience

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- **Target Everything Limited - Abuja**

Administrative Assistant / Head of Sales & Procurement | Wuye District | 2021 - 2025

Prepared quotations for bidding and evaluated suppliers, products, and services.

Negotiated contracts ensuring cost-efficiency and quality compliance.

Conducted procurement for NGOs, followed up on supplies, and supported market surveys.

Drafted financial and technical proposals, and managed daily correspondence.

- **Christ Embassy Zonal Church – Abuja**

Junior Administrative Manager | Jabi | 2018 – 2021

Managed organizational accounts and reconciled financial records.

Developed and maintained member databases using Sage 50.

Handled payroll, prepared clear financial/partnership reports, and monitored pledges.

Coordinated meetings, created call Centre teams, and managed Soul Tracker App.  
Designed Google Forms for signups and improved partnership reporting systems.

- **Ved Microfinance Cooperative – Abuja**

Customer Service Officer | Utako | 2016 – 2018

Processed loan applications and prepared offer letters.

Monitored daily contributions and ensured accurate record-keeping.

Followed up on outstanding loans and improved customer relationships.

## **Education**

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- HND, Business Administration & Management – Federal Polytechnic Nasarawa | 2023
- ND, Business Administration & Management – Federal Polytechnic Nasarawa | 2020
- Secondary School Certificate (SSCE) – 2nd ECWA Secondary School, Kaduna | 2013
- Primary School Certificate – Community Primary School, Edo State | 2007

## **Certifications & Training**

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- ALX Virtual Assistant Course – 2025
- Youth Empowerment ICT Training – Elbativeni Impressions | 2018
- ICT Summit Training – VM Technologies LTD | 2015

## **Referees**

Jacob Edward – ☐ 0902205436