



ADAABI CHIGBATA

VIRTUAL ASSOCIATE



*I am a legal professional with excellent skills providing administrative support to operational departments. I am proficient in research, reporting, communication, project management, inventory control, use of microsoft office tools as well as client/customer relationship management.*

## SPECIALIZATIONS

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- Research
- Communication
- Microsoft Office
- Data Entry

## WORK EXPERIENCE

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### **Administrative Officer**

2013 TO 2021

- Monitored all field office activities and raised reports for the largest CDC funded Public Health related Survey in Africa where all correspondence from the field were communicated online to country and regional offices. - there were 180,000 participants in the survey
- Designed monthly Payment Schedules for over 400 field staff using excel
- Ensured the development and implementation of logistics, management policies and procedures for the company in order to ensure optimization and compliance with established standards and regulations.
- Entered over 5,000 patients clinical encounter into the Electronic medical record in a PEPFAR funded HIV/AIDS program
- communicated corporate information to both internal and external stakeholders, using approved communication channels and ensuring that accurate information is passed.
- Coordinated meetings and presentations for trainings

## EDUCATION BACKGROUND

LLB, Public and International Law

2017