Mobiles: 07035278199

No 122a favour land estate,

Kafe, life-camp,

Abuja, FCT

Email: ilebanio@gmail.com

August 27th, 2020

Dear Sir/Madam,

**APPLICATION FOR THE POSITION OF AN ADMINSTRATIVE STAFF**

My name is Ilebani Olubunmi am a young lady with great enthusiasm to challenge and opportunities, with keen interest I hereby apply for the aforementioned position.

I hold a B.Sc. Degree in Public Administration from Nasarawa state university and have also completed a few trainings and certifications which I have enumerated in my resume below

I have 4years experience in Administrative job. This has equipped me with the knowledge and skill necessary to succeed in performing my duties in any of the departments. My key competencies include, but not limited to, keeping an up-to-date journal of entries, meetings and appointments, keeping and maintaining customer’s relationship, recognizing the needs and desires of the public as well as the organization and providing a system that works to satisfy both effectively.

I am a highly organized and self-driven individual, passionate about developing my career in the field of Office Administration. You will find me to be well-spoken, energetic, confident, compassionate, and personable, the type of person on whom you can rely on to deliver.

I am interested in securing a position where not just my qualifications but my skills and knowledge will be fully applied for our mutual benefit. My experience and all that I have said might not be satisfactory enough but I implore you to grant me the chance of proving my value to the growth of the organization, I am confident that the organization at large will not regret the decision.

Sir, I earnestly look forward to hearing from you soon.

Yours Sincerely,

ILEBANI OLUBUNMI

[ilebanio@gmail.com](mailto:ilebanio@gmail.com)

07035278199,06057364434

**ILEBANI OLUBUNMI KWEDSON**

Address

No 122a favour land estate, Kafe life-camp FCT, Abuja.

**PERSONAL INFORMATION**

**GENDER: FEMALE**

**DATE OF BIRTH: JANUARY 6TH, 1988**

**MARITAL STATUS: SINGLE**

**STATE OF ORIGIN: ONDO STATE**

**MOBILE PHONE: 07035278199, 07057364434**

**EMAIL:** [**bilebani@yahoo.com**](mailto:bilebani@yahoo.com)**, ilebanio@gmail.com**

**NATIONALITY: NIGERIA**

**CAREER OBJECTIVE**

I am a graduate who utilizes her skills, experience, as well as passion for Administrative expertise to enhance the effectiveness and efficiency of organizations. I am able to motivate and provide support to staff within an organization. I have excellent writing and verbal communication skills. Am a team player, who adapts to changing environments and serious minded towards new projects with a teachable spirit.

**ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

**Chartered Institute of Administration In view**

African Business School

**National Youth Service Corp (2015)**

Digital Bridge Institute, Utako, Abuja

**Health and Safety supervision (2015)**

OSHA Professionals

**Training on the use of Microsoft Office Applications (2015)**

Digital Bridge Institute, Abuja

**B.Sc Administration (second class lower) (2014)**

Nasarawa state university, keffi

**Diploma in Desktop Publishing.**  **(2009)**

Zone 2, Wuse Abuja.

**Senior Secondary School certificates (WAEC/NECO)**  **(2006)**

Brilliant Star Educational center, Edo State

**Primary School Leaving Certificate (1999)**

L.A Primary School, Okeagbe Akoko-North West, Ondo state

**WORK EXPERIENCE**

**CREDIT DIRECT LTD, ABUJA**

**Direct sales executive**

August 2018- August 2020

**My duties & responsibilities includes:**

* Locate possible and interested clients; which includes going into the rural area and educating them of the various services the organization offers and how to access these services.
* Assist them to obtain the service as much as possible in other to reduce the stress to the least and also ensure that whoever is interested, understand very well the terms and conditions involved.
* Proper follow up of clients to form that bound all through the period of partnership and even beyond in other to also get recommendations to other people which are not yet reached but might be interested in the services. Etc
* Diligent and meticulous KYC (Know Your Customer) and documented for prompt Transaction process.
* Encourage prospective clients on the Flexibility and maintenance of our services for future recommendation and reference

**Digital Bridge Institute, Abuja**

Administration Officer / Receptionist

November 2014 – October 2015

**My duties & responsibilities include:**

* During my time of one year National Youth Service at the institute I was opportune to move between departments which broaden my experience.
* I also participated in the Computer Base Test (CBT) online registration conducted at the institute.
* On my arrival at the institute, I was deployed to the front desk to serve as a receptionist, and then moved from Front Desk to the Institute Secretariat, then to Procurement and lastly back to the Front desk.
* At the institute secretariat I served as an assistance to the Institute Secretary
* I was also responsible for receiving and dispatching mails
* I assist in proof reading minutes before final clearance
* While at the department of Procurement, I served as an assistance to the Procurement Officer.
* I type and file documents.
* I was taught on how to evaluate proposals and make recommendations for the suitable applicant.
* When the institute has trainings I usually assist in the compilation of name of trainees at various campuses using Microsoft Excel.

**Alegeh & Co, Abuja**

**Office Manager/ Secretary**

June 2014 – November 2014

**My duties & responsibilities include:**

* Served as an office Manager / Secretary
* It is my duty as the office Manager to take proper inventory of everything and file all necessary requisition for Maintenance/Services.
* I am responsible for the day to day smooth operations of the Legal firm.
* I’m also responsible for the procuring of all office needs.
* During my time of service I was trained on filing, Proper documentation and maintenance of both the incoming and outgoing mails.

**SKILLS AND ATTRIBUTES:**

Proficient in the use of Microsoft Office Package (Word & Excel)

Skilled at Customer Service Relation and effective interpersonal, public relations and time management skills

Excellent Team Player

Excellent written and verbal communication and public speaking skills including ability to prepare reports, proposal

A people person and highly committed individual

**REFERENCES**

**COL. O. J AKANDE**

NIGERIAN ARMY

08033700915

**MRS ERUNI SOPHIA**

DIA

08034406165

**BARR. ANTHONY A. MALIK**

ALEGEH & CO (SENIOR PARTNER)

08185515195,

08033913540