

OGUNSEITAN FUNMILAYO MARY

Front desk officer

@ Ogunseitanfunmilayo23@gmail.com

📞 07034350932

✉ 26 balogun okose, olode, distance learning ibadan, oyo state

📅 19 April 1995

EDUCATION

Business Administration

Ecole superieure de technologie et de gestion(estg university) Benin Republic

📅 August/2018

Ajao estate senior secondary school, lagos state

📅 July/2012

Holy school nursery and primary school, biladun, ilesa, osun state

📅 July/2006

EMPLOYMENT HISTORY

Front desk officer

King home and property

📅 July/2021 -

📍 Ibadan

- Answer and respond to customer inquires and needs. Answering calls, taking messages and handling correspondence. Prioritising workloads.

Cashier

Foodmataz

📅 May/2021 - June/2021

📍 Ibadan

- Take customers order at counter. Receive payments and present change to the customers.

Access closa Agents

Access bank

📅 April/2020 - January/2021

📍 Surulere, Lagos

- Performs banking transaction on behalf of the bank. Provides basic financial aid to the customers.

Class teacher

Mercy of God primary school

📅 November/2019 - March/2020

📍 Surulere, Lagos

- Complete individual student and assessment. Lesson planning and preparation. Checking and assessing work.

Class teacher

Government day secondary school,

📅 November/2018 - October/2019 📍 Marmara, wukari , taraba state

- Create daily lesson plans. Conduct classroom discussions. Administer and grade tests, assign and review homework.

SUMMARY

To obtain a secretarial position in which to use my skills, education, training and experience to enhance company growth.

SKILLS

Atticulate Attention To Details

Pronounced Team Player

Solid Work Ethics And Performance Optimization

Computer Appreciation And Application Skills

Excellent verbal and written communication skills

Strong ability to work using own initiative

HOBBIES

Mentoring

Travelling

Music

Arts And Culture

Reading

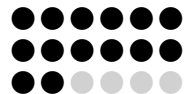
Learning

LANGUAGE SKILLS

Yoruba

English

French



REFERENCES

Oladeji solomon - 08141695361

Abisoye Shodeke - 07069743498,shodekeabisoye@gmail.com

CERTIFICATES

Certificate of National Youth Service

NYSC

📅 2019

Financial Inclusion

CBN

📅 2019

Computer literacy

Aiyedun Computer Institute

📅 2013